



Information Pack for the Role of **Officer, Membership Development**

World Scout Bureau, Europe Support Centre

Remote position



SCOUTS[®]
Creating a Better World

World Scouting

"The Mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society."

The **World Organization of the Scout Movement** (WOSM) is one of the largest youth organisations in the world. Scouting is a grassroots educational youth movement that is truly bottom-up in its structure and approach in engaging young people from all over the world.

World Scouting today is a confederation of 174 National Scout Organizations (NSOs) in a network of over 57 million members in more than one million local community Scout groups. Some 5 million members are adult volunteers who support local activities resulting in a huge multiplier effect.

Through peer-to-peer leadership supported by adults, each local Scout Group embraces the same set of values illustrated in the Scout Promise and Law. Each of our 1 million local Scout Groups follows a similar system of non-formal education suited to the unique aspects of their local community.

WOSM is an independent, worldwide, non-profit, and non-partisan organisation which serves the Scout Movement through its NSO members. Its purpose is to promote unity and the understanding of Scouting's purpose and principles while facilitating its expansion and development.

The **World Scout Bureau** (WSB) is the Secretariat of WOSM. It comprises approximately 130 professional staff based in nine locations worldwide:

- Belgium, Brussels (Europe Support Centre)
- Egypt, Cairo (Arab Support Centre)
- Kenya, Nairobi (Africa Support Centre)
- Malaysia, Kuala Lumpur (Global Support Centre)
- Panama, Panama City (Interamerica Support Centre)
- Philippines, Makati City (Asia-Pacific Support Centre)
- Switzerland, Geneva (Europe Support Centre)
- Switzerland, Geneva (Global Support Centre)

Organisational structure

The **World Scout Conference** is the governing body, the "general assembly" of Scouting, and is composed of all NSO members of WOSM. It meets every three years, and its function is to consider the policy and standards of the Scout Movement throughout the world, formulate the general policy and take action required to further the purpose of the Movement.

The **World Scout Committee** (WSC) is the executive body of WOSM. It is responsible for implementing the resolutions of the World Scout Conference and acts on its behalf between its meetings. Every three years, 12 members of the WSC are elected (as voting Members) for a maximum consecutive term of six years at the World Scout Conference. The WSC has established six Scout Regions within WOSM, each comprising the NSO members within a geographical area. Each Region has a Regional Scout Conference, Committee, and Support Centre. The WSC also includes, as Ex-Officio Members, the six Regional Chairpersons, besides the Secretary-General, the WOSM Treasurer, and a representative of the World Scout Foundation. Six Youth Advisors are additionally involved in the decisions and tasks of the WSC.

The **Secretary-General** is appointed by the WSC to promote and safeguard the interests of the Movement. The Secretary-General is the Chief Executive Officer of WOSM and directs its Secretariat, the WSB.

The **Global Directors** are the leads of each of the four worldwide core business areas of the WSB: Scouting development, organisational development, communications, strategic partnerships, and corporate services.

The **Regional Directors** are the leads of each of the Regional Support Centres around the world and are responsible for the services delivered to the NSOs in their constituency. All the Global and Regional Directors (who form the Senior Management Team) report directly to the Secretary-General and are each supported by a team of assistants, managers, and/or directors.

Job description

Position title: Officer, Membership Development

Reports to: Senior Manager, Organisational Development

Duration: 12 months

Location: Remote

Summary

Growth in Scouting means having greater impact and increasing our membership so that more people can become active citizens creating a better world for all. One of our [Regional Scout Plan](#) goals is by 2025 to achieve a 10% growth in the membership of the European Scout Region.

In order to continue support achieving meaningful and sustainable growth, it is important to understand the needs and realities of NSOs, and:

- Support NSO efforts to recover from the pandemic and other damaging events to achieve successful growth and leverage the opportunities created.
- Promote sustainable membership development and growth of NSOs by building and implementing all-encompassing strategies with long-term approaches to growth.
- Support NSOs to recruit and retain more youth members and adults from under-represented communities, including by leveraging data and insight.

One of the projects and initiatives of the European Scout Region in this area is the SYSPUC Project (Strengthening Youth Spaces and Participation for Underrepresented Communities). The main goal of this project is to support the development of Scouting in the region of Western Balkans, enabling young people to engage in quality non-formal education activities that promote active citizenship for all young people, especially young people with fewer opportunities, including issues from minority communities.

To support the project management and implementation of the key activities of this project, we are looking for an Officer, Membership Development who will work closely with our staff, volunteers, WOSM Consultants, and Member Organisations and support their membership development ambitions.

Role description

Key responsibilities

Sustain efficient project management of the regional projects and initiatives in the area of membership development

- Sustain regular inputs into the day-to-day operations of the project, encompassing team meetings, communication strategies, internal reporting, program development, work planning, and strategising.
- Support organisations in project reporting and capacity building, empowering them to manage projects as integral components of their development effectively.

Facilitate coordination and collaboration in the delivery of support for organisational membership development

- Foster collaborative efforts with NSOs to effectively execute programmatic elements of the regional projects and initiatives and advance their membership development plans.
- Support WOSM consultants assigned to NSOs in their membership development endeavours.
- Support the volunteer team in their work for the implementation of the associated strategic priority from the Regional Scout Plan.

Enable the support systems in place, through the WOSM Services, resources sharing and development and networking

- Coordinate the identification, sharing and, if needed, development of resources, aiding project partners in crafting materials to fortify their membership development initiatives.
- Ensure the mobilisation and continuation of a network following a dedicated event.
- Provides support in membership data analysis and supports NSOs in submission of membership census.

Job requirements

Qualifications and experience

Academic qualifications: Candidates should possess or are in the process of acquiring a bachelor's degree in a relevant subject, such as organisational development, membership management, youth work, strategic coordination.

Experience: Eligible candidates will also have at least two (2) years of experience in non-profit organisations, with a particular involvement in project management, experience in youth sector, local institutions/civil service, or development or aid.

Language: For this position, oral and written English fluency is required.

Knowledge and skills

- Ability to generate innovative ideas that contribute to stakeholder value while building positive relationships.
- Skills in recognising and responding to stakeholder needs and preferences in a helpful and sensitive manner.
- Ability to consistently fulfil commitments in a timely and high-quality manner.
- Able to adapt communication style to effectively engage with diverse groups, cultures, and situations.
- Understand the importance of sharing relevant information promptly and through appropriate channels to support colleagues and stakeholders.
- Ability to prioritise tasks effectively to ensure work stays on track and stakeholder needs are met.
- Recognises the impact of their own performance on operations and goals
- Ability to coordinate, and support volunteers.
- Experience in compiling comprehensive and accurate reports.
- Good computer literacy and knowledge of digital tools and data analytics.

Personal qualities

- Dynamic, open-minded, willing to learn.
- Displays integrity and a strong sense of ethics in all actions.
- Maintains a positive attitude, and actively contributes to a supportive environment.
- Patient and able to deal with ambiguity, and fast-paced work.
- Demonstrates commitment to the organisation's mission and values.
- Shows cultural sensitivity and adaptability, in diverse international environments.

Summary of employment

Terms and conditions

The World Scout Bureau offers a range of tangible and intangible working benefits:

- Salary in line with international non-governmental organisation standards, based on experience, work location and local benefits.
- The position is to be based remotely.
- The holiday entitlement is based on national regulations.

How to apply

Applications should be submitted no later than 23:59 Brussels time (UTC+2) on **14 June 2024**, and should include:

1. A curriculum vitae with full details of education and career history.
2. A cover letter outlining your suitability for the role, relating your skills, knowledge, and experience to the requirements of the job description.
3. Contact information of at least two people who can provide employment references.

Applications and inquiries should be sent by e-mail to the attention of Goran Gjorgjiev, Senior Manager, Organisational Development, through europa@scout.org.

Timeline

Interviews with selected candidates will occur online in July 2024. Only shortlisted candidates will be contacted. Ideally, the Officer, Membership Development will start no later than **1 September 2024**.

The offer of appointment will be subject to:

- Two satisfactory references.
- Verification of relevant qualifications.
- Satisfactory completion of the probation period (3 months).

Discrimination disclaimer

The European Scout Region does not and shall not discriminate based on race, colour, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation in any of its activities or operations.

We are committed to providing an inclusive, safe, and welcoming environment for all members of our staff and volunteers. We continuously strive to ensure and improve inclusion practises, equal access, and opportunities for all.