

Information Pack for the role of

## **Secretary General**

of the World Organization of the Scout Movement

World Scout Bureau

September 2016



**SCOUTS**<sup>®</sup>  
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 164 National Scout Organizations (NSO) in a network of over 40 million members in more than 1 million local community Scout Groups. Some 7 million members are volunteers who support the 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.

The World Organization of the Scout Movement (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 the World Organization. The Bureau comprises approximately 120 professional staff, based in 9 support centres worldwide:

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

The WSB has a number of constitutionally defined functions:

- It provides services for the promotion of Scouting throughout the world.
- It maintains relations with National Scout Organizations and helps them develop Scouting in their country.
- It promotes the development of Scouting in countries where it does not exist.
- It supports the organisation of international and regional Scout events such as World and Regional Jamborees.
- It maintains relations with international organisations whose activities are concerned with youth matters.
- It assists the World and Regional Scout Conferences, and the World and Regional Committees and their subsidiary bodies in the fulfilment of their functions. This includes the preparation of meetings and the provision of the necessary services to implement the decisions of the various bodies.

## Organisational Structure

The **World Scout Conference** is the governing body, the "general assembly" of Scouting, and is composed of all the 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 the action required to further the purpose of the Movement.



The **World Scout Committee** (WSC) is the executive body of WOSM. It is responsible for the implementation of the resolutions of the World Scout Conference and for acting on its behalf between its meetings. Twelve members of the WSC are elected (as voting Members) every three years at the Conference for a maximum consecutive term of six years. The WSC has established six Regions within WOSM, each comprising the NSO members within a geographical area. Each Region has a Regional Scout Conference, Committee and Support Centre/s. 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 World Scout Committee and his/her role is to promote and safeguard the interests of the Movement.. He or she is the Chief Executive Officer of WOSM and directs its Secretariat, the World Scout Bureau.

The **Executive Director** heads the Office of the Secretary General and manages the support services of the World Scout Bureau's Global Support Centre in Kuala Lumpur. The **Global Directors** are the leads of each of the four worldwide core business areas of the World Scout Bureau: Scouting Development, Organisational Development, Communications & External Relations, and Finance and Administration. 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 National Scout Organizations in their constituency. The Executive Director and 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.

### THE SENIOR MANAGEMENT STRUCTURE (Global Support Centre, Kuala Lumpur):



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## The Secretary General

This high profile position represents a unique opportunity for an inspiring and capable leader to drive change and invigorate the performance of a dynamic global movement rooted in the education of young people and creating a better world. This challenge requires an outstanding visionary and inspiring leader, influencer and diplomat with the global perspective, cultural flexibility, political astuteness and team development skills to work effectively with a diverse range of stakeholders in an international and multicultural environment.

The ideal candidate will bring to the role excellence in strategic, operational, business development, financial management and team building skills gained through senior-level management experience in international and complex private, public and/or not-for-profit organizations, be it as a volunteer or paid professional. This candidate will ideally have a combination of developed and developing regions' experience. He/she will have attained a university degree in a relevant field (administration or management, economics, international affairs, education...), or have significant experience in related domains and/or similar positions.

This role requires strong personal commitment for a cause, someone who is sensitive to the challenges facing young people and able to work with, and support, volunteers within a non-formal educational movement. He/she needs to be able to listen and communicate effectively. It would be of great advantage, though not a pre-condition, for the candidate to have developed their knowledge of Scouting, or similar organizations, and its organizational structure and policies through active personal participation. Experience in working with young people at a national and international level is highly desirable.

As a strong values-driven individual with a high degree of moral integrity, the candidate will have thorough understanding of, and commitment to, the fundamental principles of the Scout Movement and its federative structure, predominately focused on servicing and strengthening the capacity of its members. Equally, the candidate must demonstrate a deep-rooted understanding of the significance of diversity and gender equality, as learned and applied in a truly multicultural organisation. Prior work experience, professional or voluntary, in an international not-for-profit, educational, youth or humanitarian organization, would be a clear advantage.

The ideal candidate will exert a mature and strong executive presence with self-confidence, based on solid academic education, substantial leadership experience and a track record of significant achievements. The desired individual will be very articulate and skilled in the communication with his/her team, the World Scout Committee and the entire Organisation. He/she will have to be able to link with international stakeholders and business partners, and to represent Scouting in external fora. He/she will have a high level of self-motivation, a winner mentality and a strong leadership personality, that can provide clear guidance and expedient decision-making even within complex governance structures.

Candidate's nationality, origin, and gender are entirely open.

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## Job Description

Position Title: Secretary General

Reporting to: Chairperson, World Scout Committee

### Purpose

The purpose of the Secretary General's position is to lead and direct the World Scout Bureau (the Secretariat of the World Organization of the Scout Movement). The Secretary General is appointed by the World Scout Committee and is the Chief Executive Officer of the World Organization.

### Key Responsibilities

The functions of the Secretary General are:

1. To direct the work of the World Scout Bureau, which includes:
  - a. To assist the World Scout Conference, the World Scout Committee and its subsidiary organs in the fulfilment of their functions; to make preparations for all their meetings; and to provide the necessary services for the implementation of decisions.
  - b. To provide the services necessary for the promotion of the Scout Movement throughout the world, such as research and documentation, training, programme, public relations and publications.
  - c. To maintain relations with Member Organizations and to assist them in the development of Scouting.
  - d. To promote the development of Scouting in countries where it does not exist, and to assist non-member National Organizations to attain the standards necessary for membership in the World Organization.
  - e. To enquire into applications for membership, requests for aid and other similar matters.
  - f. To support the organization of world and regional Scout events.
  - g. To maintain relations with international organizations whose activities are concerned inter alia, with youth.
2. To appoint, supervise and remove the staff of the World Scout Bureau, as provided for within the framework of the budget approved by the World Scout Committee. Insofar as is possible, such staff shall be recruited on an international basis;
3. To make contacts as necessary, by correspondence and visits in order to promote and to safeguard the interests of the Movement; and
4. To exercise other functions resulting from the Constitution of the World Organization of the Scout Movement.

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## Personal Requirements

The ideal candidate is likely to be a person with:

### Qualifications and experience

- University degree level or equivalent, with an advanced degree desirable.
- Appropriate qualification and/or experience in the management of a not-for-profit, non-governmental organization or private or public organization or business.
- Highly experienced in strategic planning and implementation, team building and staff development, financial and organizational management, communications, and influencing/partnering with stakeholders.
- Demonstrable experience of designing and implementing strategic plans within an international organisation.

### Knowledge and skills

- Must be able to work and co-operate within an international and multi-cultural framework.
- Must have a leadership style that develops, coaches and empowers staff with a focus on accountability, initiative, service improvement and community satisfaction.
- Must be able to delegate responsibilities.
- Must be able to address large and varied audiences, communicate well and motivate people, including high level partners and stakeholders.
- Must be able to communicate effectively in English. Literacy in other languages (including French) would be an asset.
- Must have demonstrable computer literacy.
- Must have a proven capability to negotiate, solve problems, cope with stress and handle conflicts.
- Must have high level strategic and analytical skills.
- Must be able to apply approaches which are inclusive and promote diversity in all operations.
- Must be able to build and manage a large staff team and lead meetings across a global network where most interactions will be virtual.

### Personal qualities

- Honest, high degree of moral character, trustworthy, dynamic, and open-minded with an excellent understanding of international affairs and politics.
- Capable, as a Scout professional, of working with Scout volunteers at national, regional and world levels.
- Willing to travel extensively and to work during the evenings and weekends.
- Passionate and demonstrably enthusiastic about the Scout cause and young people.

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## Summary of Employment Terms and Conditions

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

- This is a full time position with a contract of 3 years. There may be an option to extend the contract to 5 years subject to agreement by both parties.
- The salary paid on a monthly basis will be appropriate to the seniority of this role and will take into account the not for profit nature of Scouting.
- The position is based in Kuala Lumpur, Malaysia.
- The successful candidate will be expected to travel worldwide in carrying out the responsibilities of the role. Air travel is in Economy Class.
- Contractual hours of work are a minimum of 40 hours per week Monday through Friday, but additional hours may be required for the effective performance of the role for which there will be no additional remuneration. The successful candidate must be willing to work during the evenings and at weekends, when necessary.
- The holiday entitlement is 25 days per annum, plus public holidays in the country where the position is based.
- The World Scout Bureau has a pension plan and a medical plan – full details will be provided upon employment.
- Relocation support will be provided.

The offer of appointment will be subject to:

- Three satisfactory professional references.
- A criminal background check (with no record of serious incidents)
- Medical clearance – employees being fully fit to carry out their duties as required by the role.
- A check on relevant previous employer qualifications.
- Confirmation of eligibility to work in Kuala Lumpur (or the ability to obtain the appropriate work permits, at the WSB's expense).

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## How to Apply

Applications should be submitted by 7 October 2016 and should include:

- A Curriculum Vitae with full details of education and career history.
- A supporting statement outlining your suitability for the role, relating your skills, knowledge and experience to the requirements of the Job Description and Person Specification. Your particular interest in applying for this role should also be outlined.
- Details of your present compensation package (salary conditions and social benefits).
- Details of at least three people who can provide employment references.

Applications should be sent by e-mail to [search.secgen@yahoo.com](mailto:search.secgen@yahoo.com).

For an informal conversation or further information about the role please contact Mr. Roger Mosby, at [rmosby@cebridge.net](mailto:rmosby@cebridge.net).

### Timescale

Ideally, the Secretary General will be operational on or about 1 December 2016.

*Note: The World Scout Bureau is committed to making appointments on merit by a fair and open process, taking due account of equality and diversity.*