



Information Pack for the Role of

Intern, Youth Programme

World Scout Bureau Global Support Centre,
Kuala Lumpur, Malaysia

April 2019



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 170 National Scout Organizations (NSO) in a network of over 50 million Scouts in more than one million local community Scout groups. Some seven 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 1.5 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 the World Organization. It comprises of 140 professional staff, based in nine 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)

Intern, Youth Programme

Reporting to:	Director, Youth Programme
Location:	World Scout Bureau Global Support Centre, Kuala Lumpur
Duration:	Six months

Role description

The Intern, Youth Programme, is a member of the Scouting Development global team within the WSB Global Support Centre in Kuala Lumpur, reporting to the Director of Youth Programme.

The person filling this position will support the ongoing process of achieving the triennial objectives under the Educational Methods and Youth Engagement strategic priorities.

The ideal applicant will possess expertise in the areas of Youth Programme in Scouting as well as experience in developing educational tools and materials, e-learning contents, projects management, and events organisation.

Responsibilities

The main responsibility of the Intern is to support the Scouting Development global team, specifically in the area of Youth Programme and Youth Engagement. This will be achieved by:

- developing educational tools and materials
- producing e-learning contents
- supporting WOSM's volunteer management in the areas of Youth Programme, Youth Engagement, and Spiritual Development
- planning, managing, and executing various educational projects
- Support the organisation of events (remotely and/or onsite)

Additionally, the Intern will support the 2017-2020 Operational Framework of the Educational Methods Work Stream units and subunits' work and will collaborate with staff members of the WSB Global and Regional Support Centres (especially the Educational Methods Thematic Team), to ensure the achievement of work objectives.

Based on the request of the Director, Youth Programme, the Intern will need to cover any other tasks out of the main responsibilities that may arise from time to time.

Job requirements

Qualifications and experience

- Undergraduate/graduate degree; either completed or pursuing a university or graduate degree that include educational sciences, international studies, environment and sustainability, project management, or similar. Higher degrees will be an asset.
- Good knowledge about the Sustainable Development Goals (SDGs)
- Working with multicultural and international environments
- Scouting experience at the national and/or international level(s)
- Experience in social media and networking
- Collaborating with teams of volunteers
- Managing small to medium scale projects and events
- Development of ideas for educational tools and materials
- Experience in writing/editing reading materials
- Able to start work soon

Knowledge and skills

- Knowledge and strong interest in Scouting's Youth Programme and Youth Engagement, and understanding of World level policy documents in the areas mentioned
- Knowledge of education and learning process
- Knowledge of non-formal educational methods and tools
- Knowledge of educational programmes development and management
- Strong ability to communicate fluently in English, both spoken and written. The ability to communicate in any other working languages of WOSM would be an asset.
- Ability to conduct a presentation or training session
- Strong ability to work with Mac Operating system, proficiency in Office 365 packages, online collaborative tools (e.g. Skype and Zoom), and project tools (e.g. Basecamp and Dropbox)
- Ability to develop e-learning contents from assets such as photographs, clip art, video and audio clips, and graphic animations (ability to use video editing software is considered an asset)
- Capability to seek for solutions, solve problems, and handle conflicts

Personal qualities

- Eager to learn and have a sense of curiosity
- Self-motivated, outgoing, and autonomous
- Ability to work under tight deadlines
- Forward-looking, a "big picture" thinker, and resourceful
- Well-organised, with an excellent capacity for multitasking
- Having strong sense of purpose and commitment to accomplish tasks (if needed, during evenings and/or weekends), a good team player with emotional intelligence
- Subscribe to Scout values and norms: trustworthy, integrity, transparency, and accountability

Summary of employment

Terms and conditions

- The WSB offers a range of tangible and intangible working benefits.
- This role is based in Kuala Lumpur, Malaysia.
- The WSB will cover the following expenses (if applicable):
 - Economy class return flight from the home country to Kuala Lumpur, Malaysia
 - Visa processing costs
 - Accommodation in Kuala Lumpur, Malaysia, during the internship (shared apartment with other interns)
 - Stipend to cover meals and incidentals
 - Local health insurance
- Contractual hours of work are 40 hours per week. However, additional time 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 on weekends when necessary, for which reasonable time off in lieu may be given. A limited time allowance for course work on a weekly basis can be discussed.
- The intern will be entitled to ten days of leave per annum prorated to the duration of the contract plus public holidays in the country where the position is based.

The offer of internship appointment will be subject to:

- two satisfactory references
- verification of relevant qualifications
- confirmation of eligibility to work in Kuala Lumpur (or the ability to obtain the appropriate work permits, at the WSB's expense)

How to apply

Applications should be submitted to scout.org/jobs no later than 23:59 Malaysian time (GMT+7) on **20 April 2019**, and should include:

1. a curriculum vitae with full details of your 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. Your particular interest and motivation in applying for this role in Kuala Lumpur should also be outlined.
3. contact information of at least two persons who can provide employment references

All enquiries should be emailed to jobs@scout.org.

Timeline

Ideally, the Intern, Youth Programme, should be onboard by **1 June 2019**.

The WSB is committed to making appointments based on merit, by a fair and open process, taking due account of equality and diversity.