



Information Pack for the Role of **Intern, Messengers of Peace Programme**

World Scout Bureau Africa Support Centre,
Nairobi, Kenya

August 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 (NSOs) 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, Messengers of Peace Programme

Reporting to: Senior Manager, Messengers of Peace Programme
Location: WSB Africa Support Centre, Nairobi, Kenya
Duration: 12 months

Purpose

Messengers of Peace (MoP) is a World Scouting Initiative, which encourages Scouts to do community service and tell the story of their experience in order to inspire others to action. The Initiative has three components: Programme, Network, and the Support Fund. These elements are connected: The Network enables inspiration for project ideas, the programme provides guidance on how to implement project ideas, and the Support Fund gives the necessary means for NSOs' projects. More details about the MoP programme are available at scout.org/mopguidelines.

The Intern, Messengers of Peace Programme, is a member of the Organisational Development team within the WSB Africa Support Centre. The Intern filling this position will support the ongoing process of achieving the planned objectives of the Messengers of Peace Programme and project management.

Key responsibilities

Within the framework of the Strategy for Scouting and the Secretary General's revitalisation agenda of the One WSB as well as the framework of Vision 2023 and the Regional Triennial Plan, and working directly with the Senior Manager, Messengers of Peace Programme, the Intern will:

- coordinate the review and submission of quality MoP grant applications and project reports submitted by NSOs/National Scout Associations
- ensure administrative and project compliance tasks in line with the MoP grant application guidelines
- support the coordination of the regional MoP Network and the Core Team as well as the development of MoP promotional materials
- collect/prepare project impact stories to tell the story of Scouting
- plan and/or coordinate specific monitoring/field evaluation missions as requested
- maintain the MoP Programme project dashboard
- provide assistance to other colleagues, NSOs, and regional volunteers on matters relating to Messengers of Peace on a need basis
- carry out any other task as may be assigned by the line manager from time to time

Person specification

We are looking for a talented and hardworking individual with the following profile:

Education and qualifications

- Understanding and commitment to the values, Mission, and Vision of Scouting
- Preferably an undergraduate degree from a recognised college or university, or a diploma in project planning/management or social science
- Experience in the use of grant management software is an added advantage

Knowledge and skills

- Ability to work and cooperate in a team environment within an international and multicultural framework
- Outstanding communication skills both verbal and written
- Strong analytical, presentation, and problem-solving skills
- Proficiency in English is critical. Literacy in French will be an added advantage.
- A committed Scout or experience working for Scout programmes will be an added advantage
- Demonstrable computer literacy with strong digital engagement skills. Excellent knowledge of computer applications, in particular MS Word, MS Excel, and Power Point.
- Able to organise, prioritise, and work independently with minimal supervision

Personal qualities

- Positive attitude, dynamic, trustworthy, open-minded, and ready to learn
- Dependable and responsible
- Capable of working with Scout volunteers at national, regional, and world levels

Working relationships

Internal

Liaise with WSB Africa Support Centre colleagues to maintain good internal relations throughout the duration of assignment.

External

Work closely with the Senior Manager, Messengers of Peace Programme, to ensure proper coordination and relations with NSOs and other stakeholders for a good corporate image.

Summary of employment

Terms and conditions

- The WSB offers a range of tangible and intangible working benefits.
- This role is an internship position with a fixed term duration contract of 12 months.
- Contractual hours of work are 40 hours per week, Monday to Friday. 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.
- The leave entitlement is 30 days per annum, plus public holidays in Kenya.
- The WSB will cover an economy class return flight from the home country to Nairobi, Kenya, and visa processing costs, if applicable.

How to apply

All interested applicants should email their applications to africa@scout.org no later than 17:30pm (GMT+3) on **13 September 2019**, and should include:

- A curriculum vitae with full details of education (and previous experience if applicable)
- A cover letter outlining your suitability for the role, relating your skills, knowledge, and experience to the requirements of the job description and profile specification. Your particular interest in applying for this role should also be outlined.
- Details of at least two people who can provide appropriate references

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