



JOB DESCRIPTION

JOB TITLE	Executive Director, Strategy and Education, Research and Development
EMPLOYMENT RATE	100%
TYPE OF CONTRACT	open ended
LOCATION	World Scout Bureau Central Office in Geneva, with frequent travel abroad
REPORTS TO	The Secretary General
OBJECTIVE OF THE POSITION	One of the key position in the World Scout Bureau, reporting directly to the Secretary General, in charge of managing the work on educational matters and the WOSM strategy
MAIN RESPONSIBILITIES	<ul style="list-style-type: none">▪ Managing the Strategy and Education, Research and Development Department (priorities, operational plan, budget and staff), one of the two departments of the World Scout Bureau, Central Office▪ Organising and assessing the work of the World Scout Bureau in the fields of the Strategy for Scouting, Educational Methods (Youth Programme and Adults in Scouting), Global Project Management and World Scout Youth Events▪ Implementing the Triennial Plan in terms of Strategy and Education, Research and Development▪ Supporting and coordinating the work of the Regional offices in the fields of the Strategy for Scouting, Educational Methods (Youth Programme and Adults in Scouting) and Global Project Management▪ Supporting the work of the World Scout Bureau in these fields and its substructures (working groups, task forces, etc...), which have related responsibilities
OTHER RESPONSIBILITIES	<ul style="list-style-type: none">▪ Supporting research related to Scouting▪ Organising cooperation with partner Organizations in the field of educational matters▪ Assisting and preparing the meetings of the World Scout Conference and the World Scout Committee▪ Acting as Desk Officer for at least one Region
QUALIFICATIONS	<ul style="list-style-type: none">▪ University degree at postgraduate level or equivalent, in Educational Leadership, Management or similar qualification▪ Strong experience in the fields of non-formal education, management of volunteers and adult training▪ Able to think and act strategically▪ Good knowledge and experience of Scouting at national and international levels▪ Planning and management skills▪ Communication skills▪ Experience in organizing events▪ Ability to lead an international team
PERSONAL PROFILE	<ul style="list-style-type: none">▪ Male or female, aged from 30 to 50▪ Perfectly fluent in English and/or French (spoken and written) and able to communicate in the other language▪ Additional knowledge of Arabic, Spanish or Russian represents an asset▪ Able to work in an inter-cultural environment