

Head of External Stakeholder Management 16th World Scout Moot 2021 (WSM 2021)



Person Specification

The World Scout Moot 2021 Core Team are recruiting for the position of **Head of External Stakeholder Management**

This role is ideal for a highly motivated, enthusiastic individual who is able to work with & motivate others in a fun, team environment.

Note: this is a department head position within the WSM 2021 Planning Team, although training, support and mentoring will be provided – we want to focus on developing skills and people in a voluntary capacity.

As a member of the Planning Team, the WSM 2021 Head of Planning will report to and is accountable to the WSM 2021 Core Team.

Is this the role for you?

This is for you if you want:

- To develop your skills in supporting a large number of international contingents throughout the World.
- To work as part of a team to ensure the delivery of the greatest World Scout Moot in the history of the event!
- To develop people from across WOSM to ensure a lasting legacy from WSM 2021.

What does the role involve?

This role will involve interacting with all external stakeholders (Sponsors, Contractors, vendors and external service providers) working closely with the Director of the World Scout Moot

- Development of a suite of sponsors and supporters for the World Scout Moot
- Developing key relationships with all planning team departments to ensure a full understanding of needs and requirements for technical assistance from external stakeholders, contractors and service providers
- Recruitment, development and training a team within the external stakeholder department
- Development of service level agreements, contractor procedures and oversight of budget and project management lines.

What else can be expected from this role?

- Gain a high level overview of all aspects of the WSM 2021 planning phase.
- Regular reporting to the WSM 2021 Core Team.
- Occasional travel to and within Ireland .
- Midweek and weekend engagements including face-to-face meetings, virtual meetings and report writing.
- Upskilling and training.
- Lots more!

Is this the right role for you?

There are a number of key skills and abilities that are expected from all head roles in the World Scout Moot 2021 Planning Team – if you can answer YES! to some or all of the below questions, then read on – this could be for you!

- Do you have previous experience working in cross-functional teams with people from a variety of backgrounds?
- Can you deal with multiple tasks and deadlines in an organised and efficient way?
- Are you an excellent communicator and able to communicate with a variety of stakeholders?
- Are you able to make decisions while considering all perspectives?
- Are you willing to take on further training for the role on an ongoing basis, as may be required?
- Do you have a sound overall knowledge both of WOSM and World Scout Moot structures?
- Are you a positive person who can work well under pressure and remain resilient in challenging circumstances?
- Do you have an infectious enthusiasm that can instil excitement in others?
- Would you be fully committed to seeing WSM 2021 project through to the delivery phase by ensuring appropriate resources are put in place to facilitate same?
- Are you a member of a WOSM NSO/NSA and are you committed to your Scout Promise & Law?
- Do you have sufficient time available for the role?

Of course, as the Head of External Stakeholders, there are a number of proficiencies that would be expected from you – if you can also answer YES! to some or all of the following questions, then you should apply!

- Have you worked in this area before?
- Have you organised or been on a team that has delivered large programme events?
- Do you have a broad knowledge of the requirements associated with running a large event?
- Do you have a broad knowledge of the retail, contractor or service provider market
- Are you able to work with teams of people from across the globe?
- Are you a motivational person who can bring an element of fun with you wherever you work?
- Would you be willing and able to work with other team leads and their teams within the WSM 2021 Planning Team?
- Are you skilled in the area of forward planning and can you use your own initiative?
- Do you enjoy working with people to find solutions for the benefit of others?
- Do you have language skills proficiencies?

Time commitment:

- The demands on the External Stakeholder Management role are significant (throughout preparation, and during the event itself). It is expected that you would not take on any other major or time-demanding volunteer role during your time as a member of the planning team.
- You will need to commit a significant amount of time to pre-event planning and meetings, as well as significant periods at other times throughout the life of the project.

- A considerable amount of time will also be expected for meetings within Ireland (Dublin mainly). Although it is difficult to quantify these, it would be expected that you will be involved in such a meeting regularly.
- You will need to commit to attending the World Scout Moot event, in its entirety, prior to and during a two-week period too in the summer months of 2021.

Terms of appointment:

These are voluntary unremunerated roles, however, reasonable expenses in line with the Scouting Ireland & World Organisation of the Scout Movement (whichever is the most relevant) expenses policies will be paid.

This position and other positions on the planning team will have full professional support throughout the process leading to and during the event.

Although this opportunity is open to all Adults in Scouting, we would particularly welcome applications from those who are of current Rover age.

Important consideration

Applications from Scouting Ireland should be registered members and have completed safeguarding and vetting.

International Applicants should be members in good standing in their own NSO and include a current clearance/recommendation letter from their NSO. (template letter can be downloaded from www.worldscoutmoot.ie)

Submit applications via email to recruitment@moot2021.ie with tagline 'Application for Head of External Stakeholder Management'

Deadline for applications 1st April 2019