

Head of Information 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 Information 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 Information Management 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 data management, process design & implementation, and technology solutions for a multi-faceted project.
- 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:

- Design, development and management of databases for various purposes
- Data Management, ensuring appropriate information security and compliance with GDPR
- Process design and implementation to collect, record, analyse and report on accurate information
- Data Analysis, using analytical skills and scout knowledge to inform and support decision making
- Identification and implementation of appropriate technology solutions both before and during the event
- Supporting contingents, other project streams and other stakeholders through the provision of MI, analytics, information and process solutions
- Recruitment, development and training of the Information Management team

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 (and possibly other travel opportunities outside the island).
- 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 Information Management, 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!

- Do you have experience with large-scale data management?
- Are you tech-savvy?
- Are you a solution-focused, organised person?
- Do you focus on the detail and enjoy solving problems to identify gaps and inaccuracies?
- Can you design new processes?
- Do you have excellent customer service skills and a positive attitude?
- 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 Head of Information Management are significant (throughout preparation, the event itself, and then post-event evaluation and reporting). 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. These will amount to an average of no less than ten weekends per year until at least December 2021, 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. 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 in the summer months of 2021.

Terms of appointment:

This is a voluntary unremunerated role. 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.

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

Deadline 15th March 2019