



The World Scout Foundation strives to develop and strengthen World Scouting through the provision of financial and other support via the World Organization of the Scout Movement. It unites a phenomenal global network of passionate and dedicated donors and supporters of Scouting, “Baden-Powell Fellows”, who give their time and resources and lend their name and networks to help young people to create a better world.

We are passionate about Scouting and supporting more opportunities for young people to experience Scouting, develop the skills, confidence, and knowledge to make a positive impact on their local communities and society at large.

Office Manager (80% to 100%)

Starting February 2022, based in Kandersteg (BE).

We are looking for a motivated, curious, and analytical all-rounder with a passion for the non-profit sector to manage the Secretariat of the Foundation.

We are refocusing and realigning our Secretariat to implement and drive the new strategy which will be in place from April 2022. The new Secretariat will be composed of a small and mighty team where everyone rolls up their sleeves together to get the job done.

You will ensure that the Foundation’s Secretariat functions effectively, meeting its responsibilities and regulatory requirements. As the first point of contact for (potential) Baden-Powell Fellows and all inquiries to the Foundation, you will maintain the highest standards of customer service and organisation. You will support the CEO and the team with any tasks necessary and work closely with external service providers.

Your interest in broadening your horizons makes you eager to participate in projects with other team members. You are highly motivated and can demonstrate the difference your work makes to the Foundation’s vision and outcomes. You are a self-starter, you are curious, analytical, and comfortable working with a broad range of teams. You excel at communications and goal setting and thrive in an international environment. You are an enthusiastic and driven team player who embraces challenges. You provide creative solutions and innovative ways to achieve the Foundation’s goals.

You have professional experience in office management, ideally with qualifications in business/commercial administration. You are competent in multiple computer applications. You are fluent in English and German (written and spoken). A good level of French is desirable.

Working from home for 1 or 2 days a week is an option that can be discussed. Occasional international travel related to Foundation events is required.

This position offers an opportunity for a long-term commitment. If your profile matches our expectations, then we look forward to receiving your complete application no later than 26.11.2021 **only by email** to:

fmarqueis@worldscoutfoundation.org

For information about the role, you can contact Mark Knippenberg (CEO) by email (mknippenberg@worldscoutfoundation.org) or by phone (022 705 10 95)

World Scout Foundation
1, rue de la Navigation
1201 Geneva (*until end of January 2022*)

www.worldscoutfoundation.org

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