

Job Description



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| Title: | STEM Programme Manager |
| Responsible to: | Global Programmes Manager |
| Location: | Home-based (preference for Asia-based applicants, particularly in Nepal or Sri Lanka) |
| Responsible for: | Project Manager, County Project Coordinators |
| Key Working Relationships: | Member Organisation (MO) staff and volunteer leaders, Global Programmes Manager, Asia Pacific Regional Manager, Communications Coordinator (Programmes & Partnerships), Monitoring, Evaluation & Learning Manager, Core Mission Team, Fundraising Team |

This fixed term role is for 18 months. We aim to appoint in a full-time role; however, we will also consider applicants who wish to work 0.6-0.8 full-time equivalent (three to four days a week)

Fluency in written and spoken English is essential for this post.

About Us:

Girl Guiding and Girl Scouting is the world's only movement for every girl and any girl because we believe that each of them deserves to be the best they can be. Free to make what they want from the Movement, girls learn by doing, make friends and have fun. In safe, local spaces, girls develop the skills and attitudes to change themselves, their communities and our world. Over ten million Girl Guides and Girl Scouts are active in 153 countries.

The World Association of Girl Guides and Girl Scouts (WAGGGS) keeps the global movement thriving, united and growing.

Job Purpose:

This role will lead the delivery of a new STEM project for Girl Guides and Girl Scouts in Nepal and Sri Lanka. Our 18-month project aims to inspire and engage girls and young women from Asia Pacific with STEM and strengthen the STEM capacity and confidence of adult volunteer Girl Guide and Girl Scout leaders in the region. Through our unique non-formal education methodology, we will give girls and adult volunteer leaders the opportunity to:

- Gain an understanding and knowledge of STEM.
- Develop the mindsets and confidence to pursue STEM education and employment opportunities.
- Explore the barriers that impede girls' and women's STEM engagement.
- Develop skills and confidence to pass on their learning to others and advocate for change.

Job Description

STEM is an emerging programme focus area for WAGGGS. The demand for STEM-related non-formal education activity through Girl Guiding and Girl Scouting was recently confirmed through an international STEM survey of WAGGGS members.

Key Responsibilities:

You will manage this 18-month project. This will involve setting up the project, working with Nepal Scouts and Sri Lanka Girl Guides Association to deliver a new non-formal education STEM programme resources to Girl Guides and Girl Scouts.

Specifically, you are expected to perform the following roles:

1. Programme Management

- Manage the STEM programme at WAGGGS Global Programmes closely working with the Global Programmes Manager.
- Manage the project through planning, decision-making, monitoring, reporting and learning. You will be responsible for the key decisions throughout the project and ensures that the results are delivered on time and within budget.

2. Managing People

- Line manages the Project Manager for 'Girls for Green Energy', the new digital project for Girl Guides and Girl Scouts in Hong Kong, Singapore and Taiwan. In partnership with Siemens Energy. The project is a non-formal education programme that includes a Microsoft Minecraft Education Edition game on energy and sustainability, called Planet Rescuers that teaches girls (age 8-15) about renewable energy, climate change and the environment through a series of eight competitive challenges, complemented by an offline learning pack developed by WAGGGS.

3. Working with Member Organisations

- Liaise with Nepal and Sri Lanka for the implementation of the programme
- Work with MO key contact and/or if the MO is recruiting 'Country Project Coordinators' (CPCs) to support the MOs in their selection and induction. Work with the two CPCs for the delivery of the project.
- Support in developing country plans for the STEM programme and its implementation.

4. Monitoring and Reporting

- Oversee the monitoring and reporting in close coordination with the Global Programmes MEL team.
- Lead the development of the programme's results and monitoring framework.
- Provide narrative and financial reports to the donor and to internal stakeholders at WAGGGS.
- Responsible for managing the planning, tracking and reporting of the project budget.

5. Training

- Lead the coordination of the training event in Sangam World Centre in India for the key facilitators from the MOs.
- Provide the necessary capacity building in programme implementation for the MOs.

6. Communications

- Oversee the communication internally and externally for the programme, working with the WAGGGS Communications Coordinator (Programmes & Partnerships).
- Work with Campfire Team to develop wider STEM content in the WAGGGS online platform 'Campfire'.
- Develop the programme's communication plan in coordination with the Communications team.

7. Donor Relations

- Work with the donor staff to support employee engagement and pro-bono opportunities.

8. Working with Global Programmes Team and Other Units

- Work according to the WAGGGS mission, global strategy, 2024-2026 action plan, organisational values and relevant educational frameworks and approaches.
- Contribute to the WAGGGS global programmes team on achieving its annual objectives
- Work with other units in WAGGGS (ex. Core Mission, MaRS, Volunteer Management Team, etc.) to ensure inclusive and coordinated approach in working with the MOs
- Support the development funding proposals for the emerging STEM programme area of WAGGGS

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.

The job description will be reviewed regularly and may be subject to change.

Person Specification

| Area: | Essential: | Desirable: |
|-----------------------|---|--|
| Qualifications: | <ul style="list-style-type: none"> University level qualification or qualification by skills/experience | <ul style="list-style-type: none"> Project qualification or qualification skills/experience |
| Experience: | <ul style="list-style-type: none"> Experience in coordinating projects delivered in scope, on time and within budget Experience building relationships with multiple stakeholders. Experience of working with volunteers | <ul style="list-style-type: none"> Experience in Non-formal Education delivery Experience in the charitable/not-for-profit sector Experience or familiarity with WAGGGS global programmes Experience working with young people/girls Experience in STEM education |
| Skills and Knowledge: | <ul style="list-style-type: none"> Able to manage varied projects and juggle conflicting priorities. Able to communicate effectively in writing with all stakeholders-reports, support materials, and correspondence. Excellent MS Office skills | <ul style="list-style-type: none"> Excellent verbal communication skills including presentation and facilitation skills Knowledge of Girl Guiding/Girl Scouting Nepali, Tamil, Sinhala, Arabic, French, or Spanish language skills |
| Personal Qualities: | <ul style="list-style-type: none"> Able to build positive relationships with all stakeholders and work with and relate to people at all levels. Excellent attention to detail Able to work on own initiative Able to work in a fast-changing environment Able to multitask with the ability to focus on details Able to deliver against tight deadlines | <ul style="list-style-type: none"> Creative approach to work |
| Other Requirements: | <ul style="list-style-type: none"> Fluent in spoken and written English. Occasional work outside regular office hours | <ul style="list-style-type: none"> Experience working remotely/in a dispersed team |

Person Specification

| Area: | Essential: | Desirable: |
|---------------------|--|------------|
| Working for WAGGGS: | <ul style="list-style-type: none"> • Able to demonstrate a commitment to and be a role model for WAGGGS' organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional. • A passion and commitment for issues affecting girls and young women on a global level, and demonstrable ability to engage with girls and young women, either through a professional or personal background. | |

Prevention of Sexual Exploitation and Abuse

WAGGGS has a zero-tolerance policy with regard to Sexual Exploitation and Abuse by WAGGGS' personnel against the people they serve. All forms of sexual exploitation and abuse are incompatible with the universally accepted norms, values, principles and standards that underpin our organisation. Protection from Sexual Exploitation and Abuse (PSEA) is the responsibility of everyone, and all selected candidates will be required to comply with WAGGGS' Safeguarding Policy at all times. Selected candidates will therefore undergo reference and background checks against their past behaviour related to sexual exploitation and abuse and may be required to provide additional information further on in the selection process.