



Information Pack for the Role of Project Support and Events Management Volunteer

World Scout Bureau, Europe Support Centre,
Brussels

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SCOUTS[®]
Creating a Better World

World Scouting

"The Mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society."

The **World Organization of the Scout Movement** (WOSM) is one of the largest youth organisations in the world. Scouting is a grassroots educational youth movement that is truly bottom-up in its structure and approach in engaging young people from all over the world.

World Scouting today is a confederation of 172 National Scout Organizations (NSOs) in a network of over 57 million members in more than one million local community Scout groups. Some five million members are adult volunteers who support local activities resulting in a huge multiplier effect.

Through peer-to-peer leadership supported by adults, each local Scout Group embraces the same set of values illustrated in the Scout Promise and Law. Each of our one million local Scout Groups follows a similar system of non-formal education suited to the unique aspects of their local community.

WOSM is an independent, worldwide, non-profit, and non-partisan organisation, which serves the Scout Movement through its NSO members. Its purpose is to promote unity and the understanding of Scouting's purpose and principles, while facilitating its expansion and development.

The **World Scout Bureau** (WSB) is the Secretariat of WOSM. It comprises of approximately 130 professional staff, based in nine locations worldwide:

- Belgium, Brussels (Europe Support Centre)
- Egypt, Cairo (Arab Support Centre)
- Kenya, Nairobi (Africa Support Centre)
- Malaysia, Kuala Lumpur (Global Support Centre)
- Panama, Panama City (Interamerica Support Centre)
- Philippines, Makati City (Asia-Pacific Support Centre)
- Switzerland, Geneva (Europe Support Centre)
- Switzerland, Geneva (Global Support Centre)
- Ukraine, Kiev (Eurasia Support Centre)

Organisational Structure

The **World Scout Conference** is the governing body, the "general assembly" of Scouting, and is composed of all NSO members of WOSM. It meets every three years and its function is to consider the policy and standards of the Scout Movement throughout the world, formulate the general policy and take the action required to further the purpose of the Movement.

The **World Scout Committee** (WSC) is the executive body of WOSM. It is responsible for the implementation of the resolutions of the World Scout Conference and acts on its behalf between its meetings. Every three years, 12 members of the WSC are elected (as voting Members) for a maximum consecutive term of six years at the World Scout Conference. The WSC has established six Scout Regions within WOSM, each comprising the NSO members within a geographical area. Each Region has a Regional Scout Conference, Committee, and Support Centre. The WSC also includes, as Ex-Officio Members, the six Regional Chairpersons, besides the Secretary General, the WOSM Treasurer, and a representative of the World Scout Foundation. Six Youth Advisors are additionally involved in the decisions and tasks of the WSC.

The **Secretary General** is appointed by the WSC and his role is to promote and safeguard the interests of the Movement. He is the Chief Executive Officer of WOSM and directs its Secretariat, the WSB.

The Global Directors are the leads of each of the four worldwide core business areas of the WSB: Scouting Development, Organisational Development, Communications and Strategic Partnerships, and Corporate Services.

The **Regional Directors** are the leads of each of the Regional Support Centres around the world, and are responsible for the services delivered to the NSOs in their constituency. All the Global and Regional Directors (who form the Senior Management Team) report directly to the Secretary General and are each supported by a team of assistants, managers, and/or directors.

Job Description

Position Title: Project Support and Events Management Volunteer

Reports to: Manager, Grant Making Processes

Duration: 12 months – the time of the placement can be negotiated depending on the availability of the candidate

Location: Brussels, Belgium

Summary

The Project Support and Events Management Volunteer will report to the Grant-Making Processes Manager and will be involved in helping in day-to-day operations for our office and projects in project and events management. They will assist project managers with everyday tasks and provide ideas to the team. They will be exposed to various EU funding operations, including funding applications and donors' reporting processes. This position involves many interactions with volunteers across our member organisations. Moreover, it will enable the volunteer to experience events management first-hand by attending events and assisting project managers in their fieldwork.

The volunteer will participate in different projects led by the area of Scouting Development, primarily focused on the Strategic Priorities of the Region. For 2024, the volunteer will focus on supporting the implementation of the RoverWay taking place in Norway in the summer of 2024. Other events will be identified based on emerging needs, and support will be provided towards project managers and planning teams in the logistics and delivery of flagship events of the Region (i.e. Agora, Academy). Those events typically include:

- capacity building training for youth workers in various thematics,
- study visits from other Scout organisations to Belgium,
- network meetings and youth exchanges.

The volunteer will play a key role in enabling the creation of new local projects that address the values of the European Solidarity Corps and Scouting. Our organisation is implementing the World Scouting Grants that will allow youth organisations involved in Scouting to apply and implement a local/national project that promotes solidarity and aims to create a culture of peace.

By developing and implementing activities that support local communities, participants express their solidarity through the development of contacts with the local communities, sharing and supporting each other.

Responsibilities

- **Support the Funding, Grant Management and Project Management functions of the European Support Center by:**
 - Ensuring and maintaining communication with partner NSOs (National Scout Organizations).
 - Providing technical support on the online funding portals (collect and complete information on partner NSOs and their backgrounds).
 - Providing technical and administrative support in communicating funding-related updates with NSOs.
 - Acquiring a basic understanding of donors' requirements to provide administrative support during reporting.

- Ensuring follow-up with the different project managers on their respective milestones supporting the Grant-Making Processes Manager.
- Providing technical support for the grant management system and being the main point of contact/supporting the cooperation with the European Scout Foundation
- **Support the preparation of WOSM's presence in the RoverWay and, during the event, provide coordination, programmatic and administrative support:**
 - Support the logistical arrangements for the WOSM team and their presence at the event (around 80 people), including travel.
 - Support the coordination of the setup and management of the WOSM tent in the event and provide support to activity facilitators.
 - Coordinate meetings with stakeholders (minutes taking, reporting on tasks allocation, ensuring the WOSM all-teams internal communication for all members to be kept informed).
 - Support the coordination of the WOSM volunteers assigned, including facilitators, and monitor the preparation, delivery and adaptation of the WOSM workshops.
 - Design and analyse the evaluation related to WOSM at RoverWay (the evaluation of the event itself will be carried out by the Norwegian Guide & Scout Association). Contribute to the event's report in collaboration with the team.
 - Support the implementation of educational activities based on the event needs, personal interests and expertise.
- **Support in the implementation of different projects in the Educational Methods area.**

Job requirements

Desired Profile (inclusive of programme requirements)

- Aged between 18 and 30 years.
- Ability to work well individually and as part of a team.
- Demonstrable computer literacy:
 - Ability to use Microsoft Office in a business environment.
 - Internet in a business environment (e.g. online collaborative tools).
 - Project management tools and software online.
- Ability to effectively manage time, multi-task, and prioritize projects to meet established deadlines.
- Continuous learner: you want to maximise your experience with us and learn as much as possible.
- Ability to proactively seek information to complete a project and be able to maintain a friendly attitude in a high-pressure environment.
- A strong interest in working in a multicultural environment.
- Attention to detail.
- Good written and verbal communication skills in English.

Nice-to-Haves

- Prior experience working in an office environment.
- Design skills using apps, Adobe Spark, Canvas, etc., are a plus.
- Familiarity with the Erasmus Plus Programme.
- Ability to communicate in French.
- Knowledge of the Scout Movement and experience with working with volunteers.

The volunteer will be provided with:

- A clear learning path with objectives and many opportunities for personal development.
- A monthly allocation as per the requirements of the project. This allocation covers accommodation and pocket money for living expenses. Details of the allocation will be shared in the context of the selection process.
- Return flight tickets from the home country to Brussels, Belgium.
- Complementary private health insurance (in addition to an obligatory European Health Insurance Card (EHIC)).
- A European Solidarity Corps certificate of participation.

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- Free language courses through the EU's Online Linguistic Support tool.
 - Two days off per month.

How to Apply

Interested candidates should send a **CV and a motivation letter** (max. 1 page) in English to brussels@scout.org. Please include the title of the position you are applying for in the subject of the email (i.e. Project Support and Events Management Volunteer)

Applications will be reviewed on a rolling basis, and only shortlisted candidates will be contacted for an interview. The final deadline for applications is midnight, 31 October 2023.

Eligible countries: Candidates from the [following participating countries and partner countries](#) are eligible to apply.

Discrimination disclaimer

The European Scout Region does not and shall not discriminate based on race, colour, religion, gender, gender expression, age, national origin, disability, marital status, or sexual orientation in any of its activities or operations. We are committed to providing an inclusive, safe, and welcoming environment for all members of our staff and volunteers. We continuously strive to ensure and improve inclusion practises, equal access, and opportunities for all. The above-stated list of eligible countries is regulated by the European Solidarity Corps programme and not by the European Scout Region.