



Recruitment Call for Volunteers under the European Solidarity Corps Programme 2023

Project Support and Events Management Volunteer

Deadline for submission of application dossiers: 31 October 2022

Expected start date: As of early January 2023

Duration: 12 months - the duration of the placement can be negotiated depending on the availability of the candidate

Location: World Scout Bureau Europe Support Centre, Brussels, Belgium

Background

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 the areas of project and events management. They will assist project managers with everyday tasks as well as providing ideas to the team. They will be exposed to a variety of EU funding operations, including funding applications and donors' reporting processes. This position involves a good deal of interactions with volunteers across our Member Organisations. Moreover, it will enable the volunteer to experience events management first-hand through attending events and assisting projects managers in their field work.

The volunteer will participate in the different projects led by the area of Educational Methods, especially focused on the Strategic Priorities of the Region. The volunteer will support project managers and planning teams in the logistics and delivery of flagship events of the Region (i.e. Agora, Academy, Sustainability Forum, Educational Methods Forum). These events typically include:

- capacity building trainings for youth workers in various thematic areas,
- 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 managing the Messengers of Peace programme which enables 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 are expressing their solidarity through the development of contacts with the local communities, sharing and supporting each other.

Roles and Responsibilities

- Support the Funding and Grant Management functions of the European Support Center by:
 - Ensuring and maintaining communication with partner NSOs (National Scout Organisations) (via email)
 - 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
- Provide support to the project management functions through:
 - Acquiring basic understanding of donors' requirement to provide administrative support during reporting
 - Ensuring follow-up with the different project managers on their respective milestones in support to the Fundraising Manager
- Participate in international events of WSB and provide administrative support to project manager(s)

- Support in the implementation of different projects in the Educational Methods area including:
 - The design, development and logistics of the events led by the Educational Methods team.
 - The development of digital content (E-Learning modules, event websites, etc.)

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:
 - Abilities to use the 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 maximize your experience with us and learn as much as you can
- Able to proactively seek information to complete a project and be able to maintain a friendly attitude in a high-pressure environment.
- A strong interest to work in a multi-cultural environment
- Attention to detail
- Good written and verbal communication skills in English

Nice-to-Haves

- Prior experience of working in an office environment
- Design skills using apps, adobe spark, canvas, etc. is a plus
- Familiarity with Erasmus Plus Programmes
- Fluency 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 set at the outset and many opportunities to engage in 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 health insurance through Cigna (in addition to an obligatory European Health Insurance Card (EHIC))
- A European Solidarity Corps certificate of participation
- Free language courses through the EU's Online Linguistic Support tool
- 2 days off per month

Application process

Interested candidate should send a **CV and a motivation letter** (max. 1 page) in English to brussels@scout.org. The **deadline** for submission of application dossiers is **31 October 2022**.

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 include three steps for the successful candidate including a first interview, an assignment, as well as a final interview.

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 on the basis of race, colour, religion, gender, gender expression, age, national origin, disability, marital status, 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.

