



**EUROPE REGION  
WORLD ASSOCIATION  
OF GIRL GUIDES  
AND GIRL SCOUTS**

**Europe Region WAGGGS**

Rue de l'industrie 10, B-1000 Brussels, Belgium

t: +32 (0)2 893 2420 e: europe@waggs.org

w: www.waggs.org/en/our-world/europe-region

## **Europe Region WAGGGS Call for Volunteers 2017-2019**

**December 2016**

Do you want to make a difference to the lives of millions of young people in Europe who can benefit from the Girl Guiding and Girl Scouting movement? Do you have experience, skills, passion and time to help Europe Region and our Member Organizations grow and deliver of our triennial strategy approved at the 15<sup>th</sup> European Guide Conference in 2016?

If so, Europe Region WAGGGS needs you!

### **Why volunteer with us?**

Volunteering with us you can:

- enhance your skills and experience in an international setting
- learn best practices and be in a process of continued learning
- improve your employability and educational prospects

### **Who is eligible?**

We welcome volunteers who are active members of a WAGGGS Member Organization (SAGNO, WAGGGS only or WAGGGS accepting boys). In the case of SAGNOS, we also welcome their male members of WOSM in non-governance related roles where there is no conflict of interest. You may apply for more than one role and there is no limit to the number of applicants that a Member Organization approves.

Volunteering roles are open to all who meet the specific criteria outlined in the role descriptions regardless of origin, skin colour, gender, gender identity, disability, sexual orientation, religious belief, health, or socio-economic background.

Regional volunteers who have been part of the 2014-2016 volunteer groups in the Europe Region are also welcome to respond to this call. If you would like to continue to offer your services to the Region, are interested in any of the roles available and believe you have the required skills and experience, we would love to hear from you!

We particularly encourage young women under thirty to put forward their applications, especially when interested in representing WAGGGS externally at European and international level. This is in line with WAGGGS vision and participants should also be aware that this is sometimes a requirement of the funding we receive.

A candidate would not be considered eligible if according to a Member Organization or WAGGGS, there is evidence that they have breached WAGGGS Constitution, By-Laws, brought the Girl Guide/ Girl Scout Movement into disrepute or otherwise caused harm to the name and/ or goodwill of the Girl Guide/ Girl Scout Movement.

**COMMITTEE MEMBERS**

Marjolein Sluijters, **Chair**

Eline Marie Grøholt

Lilit Chilingaryan

Nicola Grinstead, **World Board Chair**

Anita Tiessen, **Chief Executive**

Laura West, **Vice Chair**

Inga Rusin-Siwiak

Petra Stipanič

Registered Charity No. 1159255  
Registered AISBL Belgium

## What skills and knowledge do I need?

We have identified the following desired skills, competences and knowledge that you will need to demonstrate on your application form in order to be considered for any role:

- Commitment to WAGGGS and our mission and vision
- Commitment to embrace WAGGGS' organisational values in ways of work and behaviours (Member-driven, Professional, Inclusive, Empowering, Brave and Transparent).
- Knowledge of WAGGGS and willingness to learn more
- Good working knowledge of English. While, not a criteria, we also very much welcome and need French speakers
- Ability to work in an intercultural context
- Commitment to working in partnership with staff and other volunteers
- Commitment to continual improvement of own performance and that of a team
- Positive, open-minded attitude
- Ability to be self- motivated and work independently as well as in a team
- Ability to commit time to the work and meet agreed deadlines (this will vary depending on the role and we are committed to offering flexible opportunities)
- Ability to travel (unless otherwise stated)

For all **lead volunteer** positions:

- Experience of leading teams of volunteers and working in partnership with staff
- Structured approach and experience coordinating projects
- Ability to make strategic decisions
- Experience of supervising the work of others, including performance management
- interest in the area but not necessarily content expert

Due to the virtual nature of most of the work, all applicants should have access to technology (e.g. Skype)

## How will the recruitment and selection process work?

Application is through on-line forms which can be found by following the link alongside the details of each role. Please note that application forms are provided in English only, as this is the working language of all volunteer groups. Applications should be submitted by 1700 CET time on **Tuesday 31 January 2017**.

All data collected in the recruitment will be treated as confidential and only disclosed to those who need it to make decisions about selection and allocation of volunteers in the work of the Europe Region- primarily the Europe Committee and staff partners.

Selection will take place during February 2017 by Europe Region Committee members and staff partners responsible for the relevant project or event. The final decision on all roles will be taken at the Europe Region Committee meeting at the beginning of March 2017 and all applicants, including those that were not successful on this occasion, will be notified immediately after the meeting. Member Organizations will be asked to approve the selection of applicants before they are formally accepted.

Selected volunteers will be invited to attend an induction meeting scheduled to take place during the second quarter of 2017 and all expenses will be covered by the Europe Region as outlined in our expense policy.

## What roles are available?

We have a number of roles available in project based working groups, event planning teams and MO support groups. Below is a brief description of each role, skills and experience needed and a link to the on-line application form. Upon selection, we will provide you with more detailed information on the scope of the work including Terms of Reference and you will have the opportunity to contribute to the overall strategy, team ways of work and specific responsibilities you will focus on.

The majority of roles will involve working in partnership with a member of the Europe Committee and WAGGGS staff with relevant expertise. Unless otherwise stated, volunteers will be in these roles for the course of the 2017-2019 triennium.

### 1. Tailored support to MOs (Europe Committee sponsor- Laura West)

Role description	Skills and experience desired	Lead volunteer needed?	Additional information
<p><b>IC support:</b> Provide support to newly elected International Commissioners to induct them into their role so that they feel equipped and confident to carry out their responsibilities as the MO representative acting as the main point of contact between their MO and WAGGGS.</p>	<ul style="list-style-type: none"> <li>- Past or current experience in the role of International Commissioner</li> <li>- Coaching skills and experience of coaching a small group of people together</li> <li>- Relevant language skills to be able to communicate with MOs in a language they are familiar with</li> </ul>	<p>One lead needed for the whole of Tailored support to MOs (to lead the four groups listed)</p>	<p>The nature of this role means that you will sometimes be busy with one (or more) assignment(s) and at other times will not. This depends on requests for support from MOs.</p> <p>You will collaborate with Committee country contacts and the WAGGGS Member Relations team.</p>
<p>Link to online application form for role of IC support: <a href="http://bit.ly/2hQ560m">http://bit.ly/2hQ560m</a></p>			
<p><b>Growth support to MOs:</b> Provide support to Europe MOs to facilitate growth and sustainability by exploring how to use the Northstar methodology and other tools.</p> <p>This role provides opportunities to shape the Europe Region strategy on MO growth as well as specific MO assignments.</p>	<ul style="list-style-type: none"> <li>- Coaching skills</li> <li>- Relevant language skills to be able to communicate with MOs in a language they are familiar with</li> <li>- Appetite to learn about North Star</li> </ul>	<p>One lead needed for the whole of Tailored support to MOs (to lead the four groups listed)</p>	<p>The nature of this role means that you will sometimes be busy with one (or more) assignment(s) and at other times will not. This depends on requests for support from MOs.</p> <p>You will collaborate with Committee country contacts and the WAGGGS Member Relations and Membership Development teams, as well as the Membership Growth Working Group.</p>

Link to online application form for role of <b>Growth support to MOs:</b> <a href="http://bit.ly/2hQ560m">http://bit.ly/2hQ560m</a>			
<p><b>Tailored support to MOs:</b> Provide support to MOs that builds their capacity in a specific area of technical expertise. This could include developing and delivering training sessions and on-going coaching.</p> <p>This role provides opportunities for specific MO assignments as well as learning opportunities around WAGGGS' broader work on MO services and capacity building.</p>	<ul style="list-style-type: none"> <li>- Coaching skills</li> <li>- Relevant language skills</li> <li>- Ability to guide and recommend while understanding those in country know their national context</li> <li>- Specific knowledge and experience in one or more of the following areas of technical expertise: <ul style="list-style-type: none"> <li>a) governance</li> <li>b) constitutions</li> <li>c) programme and leadership development</li> <li>d) external relations</li> <li>e) financial management</li> <li>f) strategic communications</li> </ul> </li> </ul>	One lead needed for the whole of Tailored support to MOs (to lead the four groups listed)	<p>The nature of this role means that you will sometimes be busy with one (or more) assignment(s) and at other times will not. This depends on requests for support from MOs.</p> <p>You will collaborate with Committee country contacts, the WAGGGS Member Relations team and other relevant WAGGGS teams with technical expertise, as well as the Membership Services Working Group.</p>
Link to online application form for role of <b>Tailored support to MOs:</b> <a href="http://bit.ly/2hQ560m">http://bit.ly/2hQ560m</a>			
<p><b>Support to new countries:</b> Provide support to new countries working towards membership of WAGGGS as the regional representative in Rapid Response Team Country Lead Core Teams.</p>	<ul style="list-style-type: none"> <li>- Knowledge of WAGGGS</li> <li>- Relevant language skills and knowledge of country context. We are especially looking for people with knowledge of issues affecting youth and youth organisations and in an Eastern European context</li> <li>- Ability to guide and recommend while understanding those in country know their national context</li> </ul>	One lead needed for the whole of Tailored support to MOs (to lead the four groups listed)	<p>This role provides opportunities for specific country assignments.</p> <p>You will collaborate closely with WAGGGS Rapid Response Team.</p> <p>The nature of this role means that you will sometimes be busy with one (or more) assignment(s) and at other times will not. This depends on requests for support from MOs.</p>
Link to online application form for role of <b>Support to new countries:</b> <a href="http://bit.ly/2hQ560m">http://bit.ly/2hQ560m</a>			

## 2. Diversity and Gender Working group (Europe Committee sponsor- Petra Stipanič)

<b>Role description</b>	<b>Skills and experience desired</b>	<b>Lead volunteer needed?</b>	<b>Additional information</b>
Support the piloting by Europe MOs of a new gender and diversity mainstreaming tool to	<ul style="list-style-type: none"> <li>- Knowledge of diversity <u>or</u> gender and one of the following skills :</li> <li>- Training skills and skills to design</li> </ul>	Yes	The role will require commitment

ensure it responds to the needs of our diverse membership the Region.	<ul style="list-style-type: none"> <li>sessions</li> <li>- mentoring skills to support MOs to implement the mainstreaming tool</li> <li>- French desirable for some members of the group</li> <li>- Research/ data collection skills</li> <li>- Report writing skills</li> <li>- Leadership skills (for lead volunteers)</li> <li>- Expertise in one of the six core areas for MO development (educational programme, adult training, relationship with society, structure and management, membership and finance)</li> </ul>		<p>throughout the whole triennium (2017-2019).</p> <p>Please read the online appendix before applying for all you need to know about this role.</p>
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**Appendix - detailed information on the Gender and Diversity Working Group**

Link to online application form for role of Gender and Diversity Working group: <http://bit.ly/2hZWL7>

**3. External Relations Working group (Europe Committee sponsor- Eline Marie Grøholt)**

<b>Role description</b>	<b>Skills and experience desired</b>	<b>Lead volunteer needed?</b>	<b>Additional information</b>
<p>Contribute to and operationalise the external relations strategy of the Europe Region, including:</p> <ul style="list-style-type: none"> <li>- Representing Europe Region and WAGGGS at key EU institutional events and European youth and women's organisations to deliver WAGGGS messages in a European context</li> <li>- Contributing to the developing and editing of position statements and commenting on policy documents</li> <li>- influencing youth and gender related policy makers or acting in an advisory capacity supporting others</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of National Youth Councils</li> <li>- Experience of gender (and diversity issues)</li> <li>- Strong verbal and written command of English (presentations and report drafting)</li> <li>- Experience of networking in external relations setting</li> <li>- Understanding of political processes, policy making and EU institutions</li> <li>- Understanding of non-formal education and volunteering in a European context</li> <li>- Experience of youth organisations/ agenda</li> <li>- Understanding of advocacy in European youth context</li> </ul>	Yes	<p>This role involves working with external partners such as the European Youth Forum, the Council of Europe, European Women's Lobby and National Youth Councils, and others, with support from the WAGGGS Advocacy and External Relations Team and Global Programmes Teams on strategic priorities. It also involves joint work with WOSM.</p>

Link to online application form for role of External Relations Working group: <http://bit.ly/2hQ560m>

**4. Communications Working group (Europe Committee sponsor-Lilit Chilingaryan)**

<b>Role description</b>	<b>Skills and experience desired</b>	<b>Lead volunteer needed?</b>	<b>Additional information</b>
Drive and implement the regional	- Experience in communications,		You will collaborate

<p>communications strategy to raise the visibility of the Europe Region and improve our engagement with Member Organizations. The role could include:</p> <ul style="list-style-type: none"> <li>- Ensuring that communications are in line with the guidelines outlined in the communications plan and are in line with Europe Region policy</li> <li>- Leading the work on how to maximize communications and visibility and how best to influence target audiences</li> <li>- Designing and implementing the regional social media strategy within WAGGGS global parameters (including writing and uploading news articles, tweets etc.)</li> <li>- Providing communications expertise to other areas of the Europe Region strategy</li> <li>- Designing and implementing improved communication channels and content between the region and MOs/NSOs as part of a joint strategy with WOSM</li> </ul>	<p>marketing and branding</p> <ul style="list-style-type: none"> <li>- Understanding of WAGGGS and joint work with WOSM</li> <li>- Creative thinker</li> <li>- Task driven</li> <li>- Task allocation skills</li> </ul> <p>And one or more of the following skills:</p> <ul style="list-style-type: none"> <li>- Graphic design</li> <li>- Editing</li> <li>- Script writing</li> <li>- Knowledge of key social media outlets</li> </ul>	<p>Yes</p>	<p>with the WAGGGS Communications team.</p>
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Link to online application form for role of **Communications Working group**: <http://bit.ly/2hQ560m>

### 5. Roverway 2018 (Europe Committee sponsor-Lilit Chilingaryan)

<b>Role description</b>	<b>Skills and experience desired</b>	<b>Lead volunteer needed?</b>	<b>Additional information</b>
<p><b>Roverway lead volunteers:</b> Develop and implement the strategy for the role of WAGGGS at Roverway 2018, and related opportunities for WAGGGS in terms of visibility, leadership development, and international offer (both for participants of Roverway, as well as for associations to be involved).</p>	<ul style="list-style-type: none"> <li>- In depth knowledge of WAGGGS</li> <li>- Experience of joint work between WAGGGS and WOSM</li> <li>- Knowledge of education methods for Rangers and Rovers</li> <li>- Experience in training</li> <li>- Knowledge of WAGGGS educational methods</li> <li>- Knowledge of monitoring and evaluation</li> <li>- Ability to work at operational level without losing sight of strategic objectives</li> <li>- Ability to organise medium scale learning events</li> <li>- Ability to meet deadlines</li> </ul>	<p>Yes</p>	<p>Please read the online appendix before applying for all you need to know about this role.</p>

**Appendix - detailed information on volunteer recruitment for lead volunteers of the Roverway 2018 planning team**

Link to online application form for role of Roverway lead volunteers: <http://bit.ly/2hH1bFd>

<p><b>Roverway programme team- seconded position:</b> Contribute to the Roverway 2018 programme- as part of the RW18 planning team- using GGS educational methods and different curricula to ensure successful engagement with the Rover and Ranger audience.</p>	<ul style="list-style-type: none"> <li>- In depth knowledge of WAGGGS</li> <li>- Experience in joint work between WAGGGS and WOSM</li> <li>- Knowledge and experience in educational methods for the Rovers and Rangers age group</li> <li>- Knowledge of WAGGGS educational methods</li> <li>- Experience in WAGGGS facilitation – or in training and adult learning in general</li> </ul>	<p>No</p>	<p>Please read the online appendix before applying for all you need to know about this role.</p>
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**Appendix - detailed information on volunteer recruitment for Roverway 2018 programme team- seconded position**

Link to online application form for role of Roverway programme team- seconded position: <http://bit.ly/2hQ560m>

**6. 2017 World Conference Europe Region Extraordinary General Meeting (EGM) Procedural team (Europe Committee sponsor- Marjolein Sluijters)**

<b>Role description</b>	<b>Skills and experience desired</b>	<b>Lead volunteer needed?</b>	<b>Additional information</b>
<p><b>2017 EGM procedural team:</b> Ensure the Europe Region EGM at the 2017 World Conference runs smoothly and in accordance with established rules of procedure. This includes inputting into the planning process including content and timely circulation of relevant documents.</p>	<ul style="list-style-type: none"> <li>- Knowledge of WAGGGS Constitution and World Conference Rules of Procedure</li> <li>- Legal or governance background</li> <li>- Understanding of the purpose of the EGM and the issues to be discussed</li> </ul>	<p>Yes</p>	<p>You will collaborate with the WAGGGS Governance Committee and staff team and World Conference planning team.</p> <p>In order to save on costs, we hope to recruit people who will be attending the World Conference as part of their MO's delegation.</p>

Link to online application form for role of the World Conference Europe Region EGM procedural team: <http://bit.ly/2hQ560m>

**7. Scouts and Guides ICT Network and I/O Conference volunteer (Europe Committee sponsor- Laura West)**

<b>Role description</b>	<b>Skills and experience desired</b>	<b>Lead volunteer needed?</b>	<b>Additional information</b>
<p><b>ICT Network and I/O Conference volunteer:</b> - Contribute to the work of the</p>	<ul style="list-style-type: none"> <li>- Database knowledge</li> <li>- Understanding of how technology can enhance growth of organizations</li> <li>- Experience working in partnership</li> </ul>	<p>Yes (by default as only one role)</p>	<p>You will collaborate with WOSM partners in the ICT Network as well as the Member</p>

<p>ICT network of Scouts and Guides, in particular the planning of I/O conferences</p> <ul style="list-style-type: none"> <li>- Contribute to the I/O conference aim to enable participants to share experiences and challenges with communication and technology in Guiding/Scouting, explore trends and innovative solutions within ICT, discuss their communication and media strategies and apply the gained knowledge in the associations across Europe.</li> <li>- In addition, encourage discussions around how MOs can use technology to support data collection and promote growth.</li> </ul>	<p>with WOSM in a joint working group</p>		<p>Relations team and Committee country contacts.</p>
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Link to online application form for role of the ICT Network and I/O Conference volunteer: <http://bit.ly/2hQ560m>

8. Fund team of the Leadership Training Fund (LTF) (Europe Committee sponsor- Marjolein Sluijters)

Role description	Skills and experience desired	Lead volunteer needed?	Additional information
<p><b>LTF volunteers:</b> Promote the opportunity to apply to the Leadership Training Fund to Europe MOs so there is more participation and support them through the application and reporting process</p>	<ul style="list-style-type: none"> <li>- Passion about leadership training and understanding of how it can strengthen the capacity of MOs</li> <li>- Understanding of grass roots level activities and how to write small scale project grant applications</li> <li>- Experience of report writing to donors</li> <li>- Experience with budget creation and management (desirable)</li> <li>- Experience working in partnership with WOSM in a joint working group</li> </ul>	<p>No</p>	<p>You will collaborate with the Member Relations team and Committee country contacts.</p>

Link to online application form for role of the LTF volunteers: <http://bit.ly/2hQ560m>

9. Joint work with WOSM volunteers (2016 Conference recommendations) (Europe Committee sponsor: Inga Rusin-Siwiak)

Role description	Skills and experience desired	Lead volunteer	Additional information
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		needed?	
<p><b>European EraScout/EraGuide Network:</b></p> <ul style="list-style-type: none"> <li>- Support the working group to be set up to analyse how to launch and improve the EraGuide/EraScout network programme to allow CAs/MOs and NSAs/NSOs to share best practice and define next steps, taking advantage of planned events</li> <li>- Consider the recommendations of the working group within joint regional work.</li> </ul>	<ul style="list-style-type: none"> <li>- Interest in supporting the EraGuide/EraScout network programme to develop and share best practice</li> </ul>	Yes	<p>You will collaborate with the European Scout Region and others to be determined.</p> <p>This role will not involve participation in the induction meeting in 2017, given its very specific nature.</p>
<p><b>Human Rights and Refugees:</b></p> <ul style="list-style-type: none"> <li>- Explore how to support and connect the MOs and NSOs in playing an active role in the current migrant and refugee situation in Europe</li> <li>- Explore how to continue to encourage partnerships with local, national and international humanitarian organisations that can support MOs/NSOs in taking action in this area and in producing educational materials for Guides and Scouts</li> <li>- Explore how to call on the European institutions to make decisions and take action to support human rights in response to the current migrant and refugee situation in Europe</li> <li>- Explore how to identify opportunities for joint work relating to human rights, and the migrant and refugee situation in Europe.</li> </ul>	<ul style="list-style-type: none"> <li>- Interest in the current migrant and refugee crisis in Europe and in exploring how WAGGGS and WOSM can work together at MO/NSO and institutional levels to play a more active role to support human rights</li> </ul>	Yes	<p>You will collaborate with the European Scout Region and others to be determined.</p> <p>This role will not involve participation in the induction meeting in 2017, given its very specific nature.</p>
<p>Link to online application form for roles of <b>European EraScout/EraGuide Network</b> and <b>Human Rights and Refugees</b>: <a href="http://bit.ly/2hQ560m">http://bit.ly/2hQ560m</a></p>			

## Any questions?

If you have any questions related to this document, please do not hesitate to contact Frances Hillman de López, Head of Volunteer Engagement, at [volunteereengagement@waggs.org](mailto:volunteereengagement@waggs.org)