

# Job Description



<b>Title:</b>	<b>Leadership Development Intern</b>
<b>Responsible to:</b>	Innovation and Leadership Development Coordinator
<b>Location</b>	London, NW3
<b>Responsible for</b>	People: N/A Budget: N/A
<b>Key Working Relationships:</b>	Innovation & Leadership Development Team, colleagues across WAGGGS, global volunteer network.

*\*Fixed Term for till 31 January 2020*

## Job Purpose:

The role is to support the delivery of World Association of Girl Guides and Girl Scouts (WAGGGS) major leadership development activity in 2019: the Juliette Low Seminar (JLS). The Juliette Low Seminar is WAGGGS' flagship international leadership event for young people and has been running since 1932. It combines non-formal educational workshops with personal challenges, experiences and community connections in the hosting country. It is an opportunity to make lasting friendships with girl guiding and scouting peers from around the world who share the same passions and commitment to making the world a better place. In 2019, the JLS will be a network of hub events taking place in 20 different locations around the world, connected by technology to create a powerful experience for 1,000 young women. The theme of the event is #LeadOutLoud, focusing on tackling gender barriers to leadership.

## Key Responsibilities:

### International Event Management

1. To support the JLS project manager with the preparation and delivery of the JLS
2. To administer the event management system and support participants to register, make payments and apply for grants
3. To provide excellent customer service to seminar participants from around the world
4. To support the project manager with event monitoring and evaluation
5. To support the Innovation and Leadership Development team to coordinate the 20 international volunteer teams running the JLS
6. To support a team of communications volunteers to gather content and promote the JLS

### Volunteer Management

7. To provide updates to, and answer enquiries from, WAGGGS' international volunteer network
8. To attend online planning meetings and liaise with volunteers to help them stay on track with their various projects
9. To help keep volunteer management processes and systems updated and communicated to all staff working with volunteers

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## Learning and Development Opportunities

*These are areas where the successful candidate can choose to focus some of their time according to their interests and personal development goals.*

10. To support non-formal education programme and training design for upcoming activities including the Juliette Low Seminar
11. To curate written materials and website content related to WAGGGS core mission areas; girl experience, advocacy and leadership practice.
12. To support preparation of training content on the WAGGGS leadership model, including e-learning content and webinars

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:
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Good Standard of Education</li> </ul>	
<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Ability to methodically manage varied workloads and meeting deadlines</li> <li>• Ability to build positive relationships with all stakeholders and work with and relate to people at all levels</li> <li>• Ability to communicate effectively both verbally and in writing with all stakeholders</li> <li>• Ability to solve problems quickly and proactively work on own initiative</li> <li>• Ability to manage enquiries and a proactive approach to sourcing information required</li> <li>• Computer literate (including MS Office) and comfortable with technology</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of event planning and delivery A/I Desirable</li> <li>• Experience in non-formal education/youth work</li> <li>• Experience of office administration and working in an office environment</li> <li>• Experience of the voluntary sector, preferably working with or as a volunteer</li> <li>• Experience of processing and monitoring financial information (invoices, expense claims)</li> </ul>
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Willingness to learn and adapt behaviour to support diverse teams</li> <li>• Highly creative; able to generate innovative approaches that deliver results</li> <li>• Able to cultivate effective relationships with a wide range of people, based on trust and mutual respect</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in leadership development and gender equality</li> </ul>
<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>• Fluent in spoken and written English</li> <li>• Occasional work outside regular office hours</li> <li>• Able to travel internationally</li> </ul>	<ul style="list-style-type: none"> <li>• Fluent in spoken and written Spanish or Arabic</li> </ul>
<b>Working for WAGGGS:</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate a commitment to and be a role model for WAGGGS' organisational values of Member Driven; Brave; Inclusive; Empowering; Transparent; Professional.</li> <li>• 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.</li> <li>• Understanding of WAGGGS' mission, vision and values</li> </ul>	

## Special Notes:

- Applicants must have the right to live and work in the UK
- The post holder may be required to occasionally work outside usual hours to support events and attend online meetings. This may include the possibility of international travel