



Roles and areas of work

1. Support to Member Organisations/Capacity Building

Role description	Skills and desired experience	Additional information
<p>IC support: 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 who is acting as the main point of contact between their MO and WAGGGS.</p>	<ul style="list-style-type: none"> - Past or current experience in the role of International Commissioner - Coaching skills - Relevant language skills to be able to communicate with MOs in a language they are familiar with 	<p>The nature of this role means that you will sometimes be busy with one (or more) assignment(s) whilst you will be less active at other times. This depends on requests for support from MOs.</p> <p>You will collaborate with Committee country contacts and the WAGGGS Relationship Manager.</p>
<p>Capacity Building mentors/ Support to MOs: 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>In addition, you will provide support and guidance with the self-assessment process for MO's and Capacity Assessment Tool (CAT) delivery.</p>	<ul style="list-style-type: none"> - Coaching skills - Relevant language skills - Specific knowledge and experience in one or more of the following areas of technical expertise: <ul style="list-style-type: none"> a) governance b) constitutions c) programme and leadership development d) external relations e) financial management f) strategic communications - g) knowledge of WAGGGS programmes - h) the Capacity Assessment Tool (CAT) 	<p>This role provides opportunities for specific MO assignments as well as learning opportunities around WAGGGS' broader work on MO services and capacity building tools.</p> <p>You will collaborate with Committee country contacts, the WAGGGS Relationship Manager and other relevant WAGGGS teams with technical expertise.</p>



2. Sustainable Development Goals working group - with focus on environment and gender equality

Role description	Skills and desired experiences	Additional information
<p>The role could include:</p> <ul style="list-style-type: none"> - Measuring the SDG contributions from WAGGGS Europe Region events - Mainstreaming the SDG's point of view - Developing a campaign about environment and gender - Collecting activities from MOs - Create a statement on Gender and Environment 	<ul style="list-style-type: none"> - Knowledge of and passion for topics related to the UN Sustainable Development Goals/ 2030 Agenda for Sustainable Development - Training skills and skills to design sessions - Mentoring skills to support MOs to implement good practices - French desirable for some members of the group - Research/ data collection skills - Advocacy skills - experience/interest in UN processes or knowledge about UNDP, UNEP, UN Women and UNFCCC 	<p>Working in cooperation with WAGGGS World and seeking partnerships with other organisations already actively working on the topic.</p>

3. External Relations working group

Role description	Skills and desired experiences	Additional information
<p>Drive and implement the regional external relations strategy to raise the profile of WAGGGS within Europe and globally. The role could include:</p> <ul style="list-style-type: none"> - 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 - Contributing to the developing and editing of position statements and commenting on policy documents - Influencing children, youth and gender related policy makers or acting in an advisory capacity supporting others 	<ul style="list-style-type: none"> - Strong verbal and written command of English (presentations and report drafting) - Experience of networking in external relations setting - Understanding of political processes, policy making and EU institutions - Understanding of non-formal education and volunteering in a European context - Understanding of advocacy in European youth context - Experience of National Youth Councils is preferred - Experience in lobbying is preferred - Training and facilitation skills are desirable - Understanding of joint work with WOSM 	<p>This role would involve working with organisations and networks such as the European Youth Forum (YFJ), the Advisory Council on Youth of the Council of Europe, European Women's Lobby, the EU Youth Dialogue and EU institutions.</p> <p>A specific interest in one of them can be stated in the application.</p>



<ul style="list-style-type: none"> - Increase MOs' capacity in advocacy and external relations - Putting forward company names for corporate sponsorships; not only for financial purposes but also for girls and young women to benefit from corporate mentorships 		
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4. Communications Working Group

Role description	Skills and experience desired	Additional information
<p>Drive and implement the regional communications strategy to raise the visibility of the Europe Region and improve our engagement with Member Organisations. The role could include:</p> <ul style="list-style-type: none"> - Designing and implementing the regional social media strategy within WAGGGS global parameters (including writing and uploading news articles, blogs, stories, tweets etc.) - Providing communications expertise and support to other areas of the Europe Region strategy and other working groups - Designing and implementing improved communication channels and content between Regional level and MOs as well as MOs among themselves 	<ul style="list-style-type: none"> - Experience in communications and/or marketing - Understanding of WAGGGS and joint work with WOSM - Experience of social media platforms - Creative thinker - Specific knowledge and experience in one or more of the following areas of technical expertise are helpful: <ol style="list-style-type: none"> a) Graphic design skills b) Editing experience c) Writing skills d) IT skills 	<p>You will collaborate with the WAGGGS Communications team.</p> <p>This team will work on both external communications to the wider public as well as internal communications within the Europe Region.</p>



5. Treasurer

Background

Ideally, at least one candidate with financial expertise should be sought to stand for election for the Europe Committee, and the outgoing Europe Committee should request these skills when asking Member Organisations to nominate candidates. However, if no candidate is elected with these skills, or if the Committee decides that it would prefer an ex-officio committee member to focus on the finance area of work on their behalf, the committee may appoint a treasurer.

The treasurer is an ex-officio, non-voting member of the Europe Committee who provides expertise on financial matters. The Committee retains responsibility for the management of the finances of the Region, with the support of the Treasurer if needed.

Role The treasurer will assist the Europe Chair and advise the Europe Committee on any aspect of the financial management of the Region. She/he will ensure that the Region manages its finances prudently, and can report to the Region's Member Organisations on the effective use of all funds designated to the Region, such as the European Voluntary Contribution, grants and the regional allocation from WAGGGS.

Responsibilities

- Work with the Regional Director and finance staff to ensure that reports produced by the Region are in accordance with best practice and explain the Region's finances clearly and transparently. This will include reviewing and amending draft reports before presentation to the Europe and Finance Committees and before circulation to Member Organisations.
- Attend Europe Region Committee meetings throughout the term of office (two per year) and Chair's team meetings upon request, and advise when necessary to ensure that the Region's resources are well used.
- Present or assist in presenting financial updates at Committee meetings, ensuring that key issues are discussed.
- Take the lead in assessing financial risk, in relation to key Region activities, and in accordance with WAGGGS' risk management policy and procedure.
- Support the Europe Chair and relevant staff in monitoring the compliance and/or financial aspects of the AISBL (the Belgian international non-profit association).
- Be a member of the Europe Region WAGGGS AISBL.
- Review the regional accounts on a monthly basis and ensure that the Region is operating within budget. Draw the attention of the Committee to any variances which require action and recommend suitable strategies. Ensure that the commentary accompanying the accounts reflects the reasons for key variances and any actions being undertaken in response.
- Support the Europe Chair in the monitoring of the Service Level Agreement (when done) between WAGGGS and the Europe Region and advise when necessary on any key issues to be raised.
- Assist the Regional Director in the preparation of the annual and triennial budget, in accordance with WAGGGS' timetable. Ensure this is considered by the Committee in good time, and that key issues are discussed and relevant decisions made.
- Advise the Committee on suitable financial recommendations to propose at the Regional Conference / Extraordinary General Meeting, taking into account the changing needs of the Region and priorities of Member Organisations.



- Assist with the preparation of reports for the Regional Conference and other meetings of Member Organisations. If required, present the financial reports to the conference.
- Attend the Regional Conference and work with Member Organisations and the Committee as required, in relation to any financial matters that arise during the conference.
- Support the Region in the development of any financial information needed to support fund development activities.
- Work with relevant finance and Member Relations staff to support Member Organisations with European Voluntary Contribution repayment plans as needed.
- Work with the WAGGGS Treasurer, Regional Director, and finance staff in a collaborative fashion to ensure the Europe Committee and Member Organisations have access in a timely fashion to the financial information needed to support decision making in the region. In the event of any concerns which are not being dealt with by the Europe Committee or responsible staff member, escalate these to the WAGGGS Treasurer.

Term of office The Treasurer shall be appointed by the Europe Committee for a term of three years, and shall be eligible for a second term of three years. The Treasurer may not serve more than six years consecutively.

Person specification

Essential

- Qualified accountant with experience working in an advisory capacity (paid or voluntary)
- Knowledge of the AISBL or similar international non-profit associations and financial requirements.
- Ability to communicate effectively in writing with all stakeholders
- Excellent verbal communication skills including presentation skills.
- Highly proficient in written and verbal English.
- Ability to engage effectively and sensitively with people from diverse backgrounds.
- Ability to demonstrate a commitment to and be a role model for WAGGGS' organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional.

Applicants will need to complete the [online form](#) by **17:00 CET on 10 December 2019**. As part of this, applicants will be required to upload the [approval from their International Commissioner](#).

Online form: <https://forms.gle/w8N7QgWsFsrYUmhk8>