



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

Title:	European Administration Officer
Responsible to:	Head of Europe Region
Location	Brussels, Belgium
Key Working Relationships	Europe region staff team, Europe Regional Committee and volunteers, World Bureau staff.
Contract Type	Permanent Part Time (3 days / 21 hours per week)
Salary	€26,000 – €28,000 (pro - rata and dependent on experience)
Closing Date	15 February 2021 (17:00 GMT)

### **About Us:**

Our vision is a world where all girls are valued and take action to change the world.

The World Association of Girl Guides and Girl Scouts (WAGGGS) is the umbrella organisation for Girl Guiding and Girl Scouting globally. We are the largest global voluntary movement dedicated to girls and young women, representing more than 10 million girls in 150 countries. Through our organisational mission, we empower girls and young women to develop their fullest potential.

The Europe Region works to deliver tailored services to the 41 Member Organisation's in the region. The small staff team work with regional volunteers and external partners to provide pan-European events, capacity building opportunities and resources. In addition, the region acts as a conduit to implement global programmes at the national level with Member Organisations who seek support.

### **About You:**

Graduates and young professionals in their early career keen to learn about a cross-section of International NGOs in the field of youth and gender. Although this is an administration role, the candidate will be expected to actively participate in all types of discussions concerning WAGGGS' work.

Please note that we are based in co-working space in Brussels and will review the need for a permanent office space when the pandemic eases.



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### **Job Purpose:**

To support the Head of Region and the Regional Committee by ensuring the administration, systems and processes are undertaken efficiently and to support the co-ordination of services to Member Organisations in the region.

### **Key Responsibilities:**

1. To be responsible for all aspects of administration within the Region including:
  - Monitoring, responding to and/or re-directing all enquiries
  - Processing staff and volunteer expenses, drafting letters and reports as required
  - Translation into French and proof reading of documents in French and English
  - Processing of local invoices ensuring compliance with legislation and WAGGGS policies and guidelines.
2. In conjunction with the Head of Region, undertake the practical arrangements for the Regional Committee meetings including drafting of documents, travel, minute taking and following up on actions ensuring review needs are communicated to the Head of Region and Committee Chair
3. Review the current virtual ways of working in the region and seek a suitable long-term office solution for the future.
4. Provide logistical support to Regional staff and volunteers on their travel arrangements including purchasing tickets, supporting visa applications and liaising with the Events Team in London as required.
5. Review the document management and database system for the region, including the tracking of MO capacity self-assessments, meetings and ensuring contacts are up-to-date.
6. Support the Head of Region in the delivery of the Regional Business Plans as required.
7. In conjunction with the Finance team based in London, undertake the processing of local invoices, expenses and other related financial administration.
8. In conjunction with Fund Development colleagues, provide administrative and financial support to ensure donor reporting compliance.
9. Be responsible for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events which may be abroad, ensuring that you are updated in all matters relevant to the role within your Personal Development Plan agreed with your manager.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line may stipulate other reasonable requirements.

The job description will be reviewed regularly and may be subject to change.



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### How to Apply:

If you are interested in this position, please download the job description and person specification, and submit your covering letter and CV via our recruitment portal.

We reserve the right to change the closing date depending on the number of responses received. Please submit your application as soon as possible to ensure it is considered in the selection process.

If you have a disability and can demonstrate that closing this post early would impact on your ability to apply in time, please contact our Human Resources team ([hr@waggs.org](mailto:hr@waggs.org)) to request arrangements for an application to be submitted within the original time frame.



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Area:	Essential:	Desirable:
Qualifications:	<ul style="list-style-type: none"> <li>• Bachelor level degree qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Social sciences or related degree</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Experience of working on development projects on a professional or volunteer basis.</li> <li>• Experience of managing projects delivered in scope, on time and within budget.</li> <li>• Experience of undertaking administration tasks</li> <li>• Experience of working in a changing environment</li> <li>• Experience of organising meetings and minute taking.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in an international organisation</li> <li>• Experience of budgeting and financial management</li> <li>• Experience of working with staff across cross functional teams</li> <li>• Experience of working with volunteers</li> </ul>
Skills and Knowledge:	<ul style="list-style-type: none"> <li>• Meticulously organised with impeccable attention to detail</li> <li>• Good IT, skills including Excel and Outlook, conference call technology, e.g. Zoom</li> <li>• To be flexible and resilient and balance conflicting priorities</li> <li>• Strong inter-personal and communication skills and ability to relate to people across many cultures, international experience an asset</li> <li>• Strong commitment and well-developed understanding of diversity, cultural sensitivity, and the ability to display diplomatic skills that take account of the ethnic, religious, language and geopolitical differences that affect all areas of WAGGGS' work</li> <li>• Ability to adapt written and verbal communication skills to context</li> <li>• A track record of problem solving</li> </ul>	<ul style="list-style-type: none"> <li>• Subject matter experience of the following: gender equality, girls' empowerment, youth voice, gender-based violence, sustainability and climate action</li> </ul>
Personal Qualities:	<ul style="list-style-type: none"> <li>• Collaborative, enthusiastic team player and supportive colleague</li> <li>• Demonstrable commitment to working in partnership with volunteer leaders and able to cultivate effective relationships with a wide range of people, based on trust and mutual respect.</li> </ul>	



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	<ul style="list-style-type: none"><li>• Creative and hands on approach to work, with the ability to deliver to deadlines</li><li>• Ability to use initiative and proactively look for opportunities to have impact</li><li>• Once inducted, ability to work with minimal supervision and take initiative</li></ul>	
Other Requirements:	<ul style="list-style-type: none"><li>• Fluent in spoken and written English and French</li><li>• Occasional work outside regular office hours</li><li>• Occasional travel abroad may be necessary</li></ul>	
Working for WAGGGS:	<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></ul>	