

EUROPE OFFICE WAGGGS

BUREAU EUROPE AMGE

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WOSM – EUROPE SUPPORT CENTRES

OMMS – CENTRES DE SOUTIEN POUR L'EUROPE

RUE HENRI-CHRISTINE 5, CASE POSTALE 327

1211 GENEVA 4, SWITZERLAND

+ 41 22 705 1100

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JOB DESCRIPTION TEAM LEAD

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Title	Team Lead Azimuth Joint Working Group
Coordinates with / Reports to	<ul style="list-style-type: none">- The coordinators/lead volunteers that oversee their work in the WOSM/WAGGGS Operational framework (eg: Innovation Coordinator in the WOSM OF and WAGGGS Staff member);- The Joint Work Governance Oversight committee members (WOSM&WAGGGS);- The Joint Committee.
Position Concept	All members of this team will ideally be members interested in facilitating the continuous international exchanges within Scouting and Guiding, with some IT background and/or understanding about digital platforms to perform the needed administrative tasks of the platform and/or communication background.
Role and Responsibilities	<p>The team leader is expected to:</p> <ul style="list-style-type: none">• Coordinate the team delivering the operational work related to the administration and management of the Azimuth platform;• Explore and propose development improvements to expand the capacities of the current platform;• Report to the Joint Committee (WOSM and WAGGGS) on key achievements, issues, actions etc. (two weeks prior to the meetings of the Committees);• Oversee the timely responses to requests from users of the platform and the proper delivery of support to all existing and new users;• Liaise with staff support of the European Support Centre and WAGGGS Office and with external parties (if applicable);• Maintain close contact with ICs and representatives of Member Organizations of WOSM & WAGGGS European Regions, facilitating the onboarding of the MOs to the platform and supporting them in their usage;• Design a communication strategy that will ensure the constant growth of the number of users of the platform.
Competencies required	<p>General</p> <ul style="list-style-type: none">• Demonstrates leadership skills and manages the team in a constructive way;

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	<ul style="list-style-type: none"> • Has an approach that is oriented towards continuous improvement • Applies the Fundamentals of Scouting and Guiding in all undertakings; • Uses a knowledge of Scouting and Guiding to facilitate agreed actions; • Has IT background/knowledge; • Demonstrates good communication skills and a positive attitude; • Interest in the international dimension of Scouting and Guiding; • Awareness of the Joint work culture and history; • Able to work in a cross-organisational Team. <p>Specific competencies: Azimuth Joint Working Group</p> <ul style="list-style-type: none"> • Experience administrating on-line platforms; • Programming and Testing knowledge is a plus; (platform based on Symfony framework, hosted with docker) • Capacity to assess communication materials; • Interest in evaluating the current functionality of the platform and in defining ways to improve its effectiveness; • Customer-oriented mindset; • Management-oriented.
<p>Working Methods and Conditions</p>	<ul style="list-style-type: none"> • Online Meetings and communication through the online tools as agreed within the volunteer structures; • A maximum of 3 weekends of travel might be expected every year; • Regular use of messaging services (WhatsApp; etc.) for the daily business; • Practical and logistical support for travel and events will be provided by designated WSB-ESC staff and WAGGGS staff; • Continuous training opportunities and Remote Support will be provided.
<p>Recruitment and appointment</p>	<ul style="list-style-type: none"> • Open Calls will be the standard approach of recruitment for the team members. This approach will be supported by targeted recruitment and recommendations from the European Joint Committee; • Each volunteer has to be endorsed by their Member Organisation; • Prior to the appointment, acceptance of the Terms of Reference of the Team must be formalised by the team member; • As all Regional volunteers, the team members will have to follow the standard induction and fulfill the required trainings prior to their appointment.
<p>Performance Review</p>	<p>Twice in the term, team leads will be asked to engage in an overall 360 performance review with their coordinators and peers. This review will be based on the evaluations received from the volunteers, Member Organisations and other relevant stakeholders, depending on the work delivered.</p>
<p>Term of office</p>	<p>The team leader will work for a period of 3 years after appointment.</p>