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WOSM – EUROPE SUPPORT CENTRES
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 RUE HENRI-CHRISTINE 5, CASE POSTALE 327
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 + 41 22 705 1100
 europe@scout.org

JOB DESCRIPTION TEAM MEMBER

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Title	Azimuth Joint Working Group
Coordinates with / Reports to	The Team Lead of the Joint Working Group
Position Concept	The 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 member is expected to:</p> <ul style="list-style-type: none"> ● Receive and deliver 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; ● Respond to requests from users of the platform, administrate the accesses and solve missfunction of the platform whenever possible; ● 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 insure the constant growth of the number of users of the platform; ● Receive and act on received feed-back from existing active users.
Competencies required	<p>General</p> <ul style="list-style-type: none"> ● Applies the Fundamentals of Scouting and Guiding in all undertakings ● Uses a knowledge of Scouting and Guiding to facilitate agreed actions ● Has technical 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;

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	<ul style="list-style-type: none"> • Programming and Testing knowledge is a plus; (platform based on Symfony framework, hosted with docker) • Capacity to design communication materials; • Interest in evaluating the current functionality of the platform and in defining ways to improve its effectiveness; • Customer-oriented mindset; • Detail oriented.
Working Methods and Conditions	<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.
Recruitment and appointment	<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.
Performance Review	<p>Twice in the term, team members will be asked to engage in an overall 360 performance review with their Team Lead 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>
Term of office	<p>The team member will work for a period of 3 years after appointment.</p>