



## Job Description – External Relations and Communications Officer

Title	External Relations and Communications Officer
Location	World Scout Bureau - Europe Support Centre, Brussels
Responsible to	Director for External Relations and Funding
Responsible for	Not applicable
Salary	Undetermined contract under Belgian Law EUR 1,500 net/monthly anticipated Plus benefits such as lunch vouchers
Internal Relations	<ul style="list-style-type: none"> <li>Regional Director and other staff of the European Regional Office – Geneva, Brussels and remote workers</li> <li>Staff of the World Scout Bureau – Geneva and Kuala Lumpur and other Region Support Centres</li> <li>Chairperson, Vice-chairperson and members of the European Scout Committee</li> <li>Representatives of the National Scout Organisations in the European Scout Region</li> <li>Members of the External Relations Core Group and Eternal representatives of the European Region</li> </ul>
External Relations	<ul style="list-style-type: none"> <li>Other youth organisations</li> <li>Agencies of the European Commission and the Council of Europe</li> <li>Other funding and donor organisations</li> </ul>
Main Tasks	<ul style="list-style-type: none"> <li>Assisting the work of external relations of WOSM <ul style="list-style-type: none"> <li>-Support of external representatives volunteers (assistance for logistic of their travels, briefings and any other tasks needed)</li> <li>-Drafting of policy positions and any background papers needed for the work of external relations of WOSM</li> <li>-Representation of WOSM and the Regional Office at designated events</li> <li>-Organisation of visibility activities to raise the profile of WOSM towards European Institutions</li> </ul> </li> <li>Assisting the Communication of WOSM Europe <ul style="list-style-type: none"> <li>-Ensuring the promotion of activities and events organised by the European Region of WOSM on social media and relevant websites</li> <li>-Development of some leaflets and tools of communications</li> </ul> </li> <li>Assisting in the organisation of events <ul style="list-style-type: none"> <li>-Project management</li> <li>-Practical and logistical arrangements according to the needs of the project/activity</li> <li>-Management of event registration from set up, to participants lists, approvals and other aspects as identified by the project/event manager</li> </ul> </li> </ul> <p>Such other task as identified by the Regional Director</p>