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## Europe Region

World Association  
of Girl Guides  
and Girl Scouts

Association mondiale  
des Guides et des  
Eclaireuses

Asociación  
Mundial de las  
Guías Scouts

31/08/2011

## Europe Region WAGGGS Call for Volunteers Finance Working Group

### Introduction

The 13<sup>th</sup> European Guide Conference recommended that the Europe Committee WAGGGS establish a working group to report on the way the voluntary contribution is calculated and funded. The Extraordinary Meeting at the Regional Gathering at the WAGGGS World Conference in July 2011 decided that this group should continue its mandate until the 14<sup>th</sup> European Conference in 2013.

### Applications and recruitment procedure

Individual members of WAGGGS member organisations interested in contributing to this work of the Region while gaining knowledge and skills that can strengthen their volunteer and professional profile are called to send us their application.

The profile of applicants should include some or all of the following:

Expressions of interest have to reach the Europe Office WAGGGS by the **16/09/2011**. Please send them to [europa@europa.wagggsworld.org](mailto:europa@europa.wagggsworld.org).

The applications will be screened after this date. Selected volunteers will then be officially invited to join the working group and the first meeting will be scheduled once members have been identified. Previous Financial Working Group members are very welcome to re-apply.

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## Terms of reference

Type of tasks and activities volunteers may undertake:

- Review the method of calculation of the Voluntary Contribution for the Europe Region of WAGGGS.
- Investigate other alternative methods of funding the Voluntary Contribution in the Europe Region of WAGGGS

Period of service: volunteers will start serving in November 2011 and they will be expected to serve until July 2013 after the 14<sup>th</sup> European Guide Conference.

Expected commitment: volunteers are expected to participate actively in the work. They should be free to participate in 1 or 2 meetings between October 2010 and July 2011. In addition they should be available for regular conference/skype/phone calls with other volunteers, staff and their coordinator (1 or 2 a month depending on progress)

- Have regular access to email and answer emails promptly
- Have access to skype
- Keep themselves informed on WAGGGS initiatives, programmes, projects and advocacy work
- Promote the region and its work within the movement whenever possible

Expected conduct during the service: during the service volunteers will be expected to represent the Europe Region WAGGGS and not their national organisation. They will be expected to know WAGGGS policies and positions and to only make public statements that match WAGGGS official position. They will be expected to wear the WAGGGS scarf when doing activities in public and to wear WAGGGS T-shirts and items if possible. The use of national uniforms is discouraged when representing the Europe Region at public events. They will have to inform their coordinator in the event that they are not able to provide service to the region and, if needed, to free their place for someone else. Finishing service before the end of the expected period (July 2011) is accepted and volunteers need to inform their coordinator so that other volunteers can be recruited to answer the needs of the Region. If after having taken up a task volunteers can not complete the assignment, they are requested to inform their coordinator promptly. Providing prompt information is needed to ensure the performance of the Region and is understood and accepted.

The estimated time commitment for each task will also be agreed upon with volunteers at the beginning of the service and before each task is undertaken.

Benefits for volunteers: given the expected short term nature of this service, it is not expected that training will be provided to the volunteers. However, the opportunity to contribute to the life of the Region on this important issue will give the volunteer a deep insight into the work of the Region. Working in the team will widen their network and provide the opportunity to create new friendships across the Region.

Commitment of the Region toward Member Organisations and commitment expected from Member Organisations: the Region commits to provide regular feed back on the performance and development of the volunteers to each member organisations; it commits to provide the volunteers with opportunities for self and professional development. The Region expects Member Organisations to also monitor the volunteers and to support them through their service. During the period volunteers are active in the Working Group, Member Organisations shall respect the confidentiality of the work the volunteers do on behalf of WAGGGS.

## Profile

*Candidates shall have good knowledge, experiences and skills listed below.*

### 1) Knowledge

- Knowledge of WAGGGS and its ways of working
- Knowledge of GG&GS at international level
- Have good finance or business knowledge
- Have good knowledge of funding methods for NGOs
- Have an understanding of the European Institutions
- Knowledge about socio-cultural realities and youth policies development in Europe, particularly Central/Eastern Europe countries

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## 2) Previous experiences

- Have experience in financial management at national level
- Have experience in fund raising at national level

## 3) Skills

### General skills

- Be able to speak at least an intermediate level of English<sup>1</sup> and/or French
- Be able to use Excel spreadsheets for calculation and manipulation of data

### Specific and thematic skills

- Public speaking, making presentations, or expressing ideas clearly in a public forum;
- Networking, advocacy and lobbying;
- Organisational management
- Strategic planning and strategy implementation
- Financial management
- Fund raising and fund development
- PR and marketing - Relationship to society/external relations
- Social media
- Monitoring and evaluation (to be applied to development plans, projects, activities, association performances)
- Research

### Soft skills

- Be diplomatic and able to understand different points of view
- Be able to work on their own or in a team in a multi-cultural environment
- Self initiative
- Self organisation and time management
- Prioritisation of tasks
- Flexibility

## 4) Age and nationality

Young women between 18 and 30 are encouraged to apply, in particular when interested in representing WAGGGS at European and international level. In general there is no age limit for applying and the Region welcomes applications from Girl Guides and Girl Scouts from different backgrounds and member organisations.

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<sup>1</sup> Speaking at least an intermediate level of English is necessary.