



Job Description

Title:	Project Officer (Educational Methods)
Location:	European Regional Office, Geneva
Responsible to:	Director of Educational Methods
Responsible for:	No current staff management functions

Internal Relations	<ul style="list-style-type: none">Regional Director and other staff of the European Regional OfficeStaff of the World Scout Bureau Geneva and Kuala Lumpur OfficesStaff of the other Regional Offices of the World Scout BureauChairperson, Vice-Chairperson and members of the Regional Scout CommitteeRepresentatives of the National Scout Organisations in Europe
External Relations	<ul style="list-style-type: none">Staff and Committee members of the Europe Region WAGGGSNGOs and other youth organisationsProfessional bodies in the field of Educational Methods, particularly regarding human resource management
Main tasks	<ul style="list-style-type: none">Supporting the Director of Educational Methods in providing advice, support, development and encouragement in the field of Educational Methods to member organisations chiefly at national levelManagement of such projects as agreed by the Director of Educational Methods to support member organisations to develop, review, implement and update their adult training systems, to promote the recognition of learning within Scouting, and to provide overviews on the pattern of training across EuropeProviding input and reporting on the allocated projects and areas of responsibility within the Regional Scout PlanSupporting the Youth Empowerment Priority Project Group through organising meetings, providing secretarial services and expert input, to achieve the Regional Scout PlanProviding support in the organisation and functioning of the Educational Methods Core TeamWith colleagues from other Regions, providing an expert base to support their development in the area of Educational MethodsRepresentation of Scouting, primarily European Scouting, but occasionally World Scouting at agreed forums and meetingsSuch other tasks as agreed with and by the Regional Director
Anticipated outcomes	<ul style="list-style-type: none">Management of projects in the area of Educational Methods reaching the agreed results and measurable outcomesEffective support to the Working and Core Groups of the region in helping them attain the Regional Scout PlanGood sharing of research, reporting and wide dissemination in multiple media

Requirements: As detailed in the attached Person Specification

December 2014