



## Person Specification

### Project Officer (Educational Methods)

#### European Regional Office – Geneva

##### Education

- Education to university first-degree level, or equivalent in work experience in the area of Educational Methods. • Desirable
- Ability to communicate in one of the two official languages of World and European Scouting – English and French. • Essential
- Additional language skills will be an advantage. • Desirable
- Post graduate work or study • Desirable

##### Knowledge

- Knowledge of the policies of the World Organization of the Scout Movement. • Desirable
- Experience in the area of Educational Methods – adult resource management and/or youth programme development – professionally or as a volunteer. • Essential
- Experience of project management – from conception to review – professional or volunteer • Essential
- Experience of training or facilitating training • Desirable

##### Motivation

- Ability to lead teams of staff and volunteers • Desirable
- Ability to work as a team member • Essential
- Ability to work in an inter-cultural and multi-cultural environment • Essential
- Availability to work with a minimum of supervision • Essential

##### Practical skills

- Abilities to use the Microsoft Office suite of functions. • Desirable
- Ability to write reports, recommendations and policies in an understandable way to varying constituencies. • Desirable
- Ability to maintain records effectively • Essential
- Ability to make presentations. • Essential

##### Personal

- Available to travel throughout all of Europe and for up to 25 days per year • Essential
- Adaptable to different working conditions including working under pressure • Essential
- A good sense of humour and team spirit • Essential
- Understanding of and commitment to the fundamental principles of Scouting • Essential