



Job Description – Projects Support Assistant

Title	Projects Support Assistant
Location	World Scout Bureau - European Regional Office – Brussels
Responsible to	Manager – Fundraising and Project Support
Responsible for	Not applicable
Salary	Undetermined contract under Belgian Law EUR 1,500 gross/monthly Plus benefits such as lunch vouchers
Internal Relations	<ul style="list-style-type: none">• Regional Director and other staff of the European Regional Office – Geneva, Brussels and remote workers• Staff of the World Scout Bureau – Geneva and Kuala Lumpur• Chairperson, Vice-chairperson and members of the European Scout Committee• Representatives of the National Scout Organisations in the European Scout Region
External Relations	<ul style="list-style-type: none">• Other youth organisations• Agencies of the European Commission and the Council of Europe• Other funding and donor organisations
Main Tasks	<ul style="list-style-type: none">• Assisting in the management of European funded projects<ul style="list-style-type: none">○ Recording expenditures on project according to the donor requirements○ Assisting the project manager in reporting the project○ Supporting the application process through research, data collection and compiling partnership and other agreements• Assisting in the organisation of events<ul style="list-style-type: none">○ Booking flights for participants○ Practical and logistical arrangements according to the needs of the project/activity○ Management of event registration from set up, to participants lists, approvals and other aspects as identified by the project/event manager• Communication of results and interaction to ensure spreading of information on social media and relevant websites• Representation of WOSM and the Regional Office at designated events• Such other task as identified by the Regional Director

19 March 2015