



## Person Specification

### Projects Support Assistant

#### World Scout Bureau - European Regional Office – Brussels

##### Education

- Education to university first-degree level, or equivalent in work experience in the area of project administration • Desirable
- Ability to communicate in English (written and orally). Additional language skills may be an advantage, in particular French. • Essential
- Post graduate work or study • Desirable

##### Knowledge

- Knowledge of the World Organization of the Scout Movement • Desirable
- Experience in the area of project administration professionally or as a volunteer • Desirable

##### Motivation

- Ability to work as a team member • Essential
- Ability to work in an inter-cultural and multi-cultural environment • Essential
- Ability to take direction and instruction • Essential
- Availability to work with a minimum of supervision • Desirable

##### Practical skills

- Abilities to use the Microsoft Office suite of functions. • Desirable
- Ability to contribute to the writing of applications for funding and prepare reports for donors • Desirable
- Ability to maintain records effectively • Essential

##### Personal

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