



Job Description – External Relations and Communications Officer

Title	External Relations and Communications Officer
Location	World Scout Bureau - Europe Support Centre, Brussels
Responsible to	Director for External Relations and Funding
Responsible for	Not applicable
Salary	Undetermined contract under Belgian Law EUR 2,150 gross/monthly anticipated 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 and other Region Support Centres Chairperson, Vice-chairperson and members of the European Scout Committee Representatives of the National Scout Organisations in the European Scout Region Members of the External Relations Core Group and Eternal representatives of the European 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 the work of external relations of WOSM <ul style="list-style-type: none"> -Support of external representatives volunteers (assistance for logistic of their travels, briefings and any other tasks needed) -Drafting of policy positions and any background papers needed for the work of external relations of WOSM -Representation of WOSM and the Regional Office at designated events -Organisation of visibility activities to raise the profile of WOSM towards European Institutions Assisting the Communication of WOSM Europe <ul style="list-style-type: none"> -Ensuring the promotion of activities and events organised by the European Region of WOSM on social media and relevant websites -Development of some leaflets and tools of communications Assisting in the organisation of events <ul style="list-style-type: none"> -Project management -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 <p>Such other task as identified by the Regional Director</p>