

## Job Description – Funding Officer

Title	Funding Officer
Location	World Scout Bureau – Europe Support Centre – Brussels
Responsible to	Director for External Relations and Funding
Responsible for	Not applicable
Benefits and Salary	<ul style="list-style-type: none"> <li>• Salary will be negotiated based on proven experience.</li> <li>• Benefits include flexible working, annual local season ticket and lunch vouchers, 5 extra days of holidays on Belgium requirement.</li> </ul>
Internal Relations	<ul style="list-style-type: none"> <li>• Regional Director and other staff of the Europe Support Centres – Geneva, Brussels and remote workers</li> <li>• Staff of the World Scout Bureau Global Support Centres – Geneva and Kuala Lumpur</li> <li>• Chairperson, Vice-chairperson and members of the European Scout Committee</li> <li>• Finance Support Group</li> <li>• European Scout Foundation</li> <li>• World Scout Foundation</li> <li>• Representatives of the National Scout Organisations in the European Scout Region</li> </ul>
External Relations	<ul style="list-style-type: none"> <li>• Other youth organisations</li> <li>• Agencies of the European Commissions and the Council of Europe</li> <li>• Other funding and donor organisations</li> </ul>
Main Tasks	<ul style="list-style-type: none"> <li>• Develop with others, including the Finance Support Group and the European Scout Foundation, a comprehensive and long term Fundraising Strategy for the Region including systemic review and updating of this strategy</li> </ul> <p>Practically this will lead to:</p> <ul style="list-style-type: none"> <li>• Responsible for the development of funding applications for Regional activities and operations: <ul style="list-style-type: none"> <li>○ Monitor funding opportunities available that can support the development of Scouting.</li> <li>○ Develop funding applications from all applicable European Funds (Erasmus + DG justice, European Youth Foundation and any other potential donor): manage the partners of the projects, compiling partnership and other agreements, application writing in coordination with the future project manager of the project.</li> <li>○ Responsible for the proper management of the grants: <ul style="list-style-type: none"> <li>▪ Support project manager and financial staff to manage funded projects according to donor requirements</li> <li>▪ Assisting the project manager in reporting the project</li> </ul> </li> </ul> </li> <li>• Support NSO/NSAs in their fundraising activities: <ul style="list-style-type: none"> <li>○ coordinate training and any other activities that would support National Scout Organisations to attract more funding</li> <li>○ support NSO/NSA development of funding applications</li> </ul> </li> <li>• Communicate regularly with information on funding opportunities through accepted channels</li> <li>• Representation of WOSM and the Regional Office at designated events</li> <li>• Management of specific projects which may or may not be related to the Funding brief</li> <li>• Such other task as identified by the Regional Director</li> </ul>