



Person Specification

Funding Officer

World Scout Bureau - Europe Support Centre – Brussels

Education

- Education to university degree level preferably but not exclusively in international affairs, political science, law or an equivalent diploma • Desirable
- Excellent communication and presentation skills in English (written and oral). • Essential
- Additional language skills may be an advantage, particularly French. • Desirable

Previous experience

- Previous professional experience in the field of funding/ fundraising • Essential
- Track record of successful funding applications • Essential
- Previous volunteering engagement in Scouting or other youth organisations is an asset • Desirable

Knowledge

- Knowledge of the World Organization of the Scout Movement and/or Youth Field • Desirable
- Good knowledge of the European institutions and respective funding programme schemes – in particular the Erasmus + programme • Essential

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 • Essential

Practical skills

- Abilities to use the Microsoft Office suite of functions. • Essential
- 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