



Job Description – Communications and External Relations Officer

Title	Communications and External Relations Officer
Location	World Scout Bureau - Europe Support Centre, Brussels
Responsible to	Director for External Relations and Funding
Responsible for	Not applicable
Salary	Salary will be negotiated based on proven experience. Benefits include flexible working, annual local season ticket and lunch vouchers, 5 extra days of holidays on Belgium requirement.
Internal Relations	<ul style="list-style-type: none"> Regional Director and other staff of the European Support Centres – Geneva, Brussels and remote workers Staff of the World Scout Bureau – Geneva and Kuala Lumpur Global Support Centres 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 Communication group
External Relations	<ul style="list-style-type: none"> Other youth organisations Agencies of the European Commission and the Council of Europe
Main Tasks	<p>Time allocation will necessarily be variable, with the current assessment approximately as shown</p> <ul style="list-style-type: none"> Assisting the Communication of WOSM Europe (around 65% of time) <ul style="list-style-type: none"> -support the Communication Team to support the communication for the European Scout Region and any other tasks as foreseen in the Scout region plan related to Communication area -Ensuring the promotion of activities and events organised by the European Region of WOSM on social media and relevant websites -Support of all social media content and coordination of posting -Development of some leaflets and tools of communications -Support the design and layout of reports and documents Assisting in the organisation of events (around 15%) <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 -Reporting to donor for the events managed Assisting the work of external relations of WOSM (around 20%) <ul style="list-style-type: none"> -Organisation of visibility activities to raise the profile of WOSM towards European Institutions -Representation of WOSM and the Regional Office at designated events -Support of external representatives' volunteers (assistance for logistic of their travels, briefings and any other tasks needed) <p>Such other task as identified by the Regional Director</p>