



## Person Specification

### Communications and External Relations Officer

#### World Scout Bureau - Europe Support Centre – Brussels

##### Education

- Education to university degree level in communication, or an equivalent diploma • Desirable
- Excellent communication and presentation skills in English (written and oral). Additional language skills may be an advantage, in particular French. • Essential

##### Previous experiences

- Previous professional in communication • Essential
- Previous professional or volunteer experience in the field of youth or education policies • Desirable

##### Knowledge

- Knowledge of the World Organization of the Scout Movement • Desirable
- Good knowledge of the European institutions • Desirable
- Knowledge of advocacy techniques and campaigning • Desirable
- Knowledge on communication strategies • 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 • Desirable

##### Practical skills

- Ability to use the Microsoft Office suite of functions. • Essential
- Ability to create and update websites – with the use of web editors such as WordPress. • Essential
- Ability to edit picture and video and graphic design • Desirable
- Ability to use social medias tools effectively • Essential
- Ability to maintain records effectively • Desirable

##### 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
- Good organisation skills and flexibility • Essential