



Job Description –Part time Project Officer

Title	Part time Project Officer
Location	World Scout Bureau - Europe Support Centre, Brussels
Responsible to	Director for Diversity and Inclusion
Responsible for	Not applicable
Salary	The contract is on a 40% basis – it will be a Short-Term Contract under Belgium law Salary will be based on the funding allocation -Benefits include flexible working, support to transportation and lunch vouchers for the days worked, extra days of holidays on Belgium requirement.
Internal Relations	<ul style="list-style-type: none"> Regional Director and other staff of the Europe 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 Partners in the project “Time to be Welcome”
External Relations	<ul style="list-style-type: none"> EACEA (concerning accountability to the European Commission) Other youth organisations Agencies of the European Commission and the Council of Europe Other funding and donor organisations
Main Tasks	<p>The mission is linked to the implementation of the Project “Time to be welcome”</p> <ul style="list-style-type: none"> Ensure the proper implementation of the project as per described in the funding application and as per the funding rules of the donor Support the implementation of dissemination and visibility activities as per allocated to the coordinator of the project Provide support to all the partners in any of their tasks if needed and provide them effective advice on the financial regulation of the donor Support the financial and narrative reporting Ensure the communication of the event and monitor the proper implementation of the use of the donors’ logo as per guidelines <p>Support the organisation of events, which may or may be not related to the Project “Time to be welcome”</p> <ul style="list-style-type: none"> 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 <p>Such other task as identified by the Regional Director</p>