



Person Specification

Project Officer

World Scout Bureau - Europe Support Centre – Brussels

Education

- University degree
 - Good communication and presentation skills in English (written and oral).
- Desirable
 - Essential

Previous experiences

- Previous professional experiences in the management and reporting of EU grants or other institutional donors
 - Previous volunteering engagement in Scouting or another youth organisations is an asset
- Essential
 - Desirable

Knowledge

- Knowledge of the World Organization of the Scout Movement and/or Youth Field
 - Good knowledge of the EU financial regulation
- Desirable
 - Essential

Motivation

- Ability to work as a team member
 - Ability to work in an inter-cultural and multi-cultural environment
 - Ability to take direction and instruction
 - Availability to work with a minimum of supervision
- Essential
 - Essential
 - Essential
 - Essential

Practical skills

- Abilities to use the Microsoft Office suite of functions
 - Ability to maintain records effectively
 - Ability to use communication tools such as social media
 - Ability to update websites – with the use of web editors such as WordPress.
- Essential
 - Essential
 - Essential
 - Desirable

Personal

- Available to travel throughout all of Europe and for up to 25 days per year
 - Adaptable to different working conditions including under pressure
 - A good sense of humour and team spirit
 - Understanding of and acceptance of the fundamental principles of Scouting
- Essential
 - Essential
 - Essential
 - Essential