



SCOUTS[®]
Creating a Better World

World Organization of the Scout Movement
Organisation Mondiale du Mouvement Scout
Всемирная Организация Скаутского Движения
Organización Mundial del Movimiento Scout
المنظمة العالمية للحركة الكشفية

**World Scout Bureau, Europe Support Centres
Bureau Mondial du Scoutisme, Centres de soutien pour l'Europe**

Rue Henri-Christiné 5
P.O. Box 327
1211 Geneva 4 Plainpalais
SWITZERLAND
Phone(+41 22) 705 11 00

Rue de l'Industrie 10
1000 Brussels
BELGIUM
Phone (+32 2) 893 24 35

europe@scout.org
www.scout.org/europe
www.euroscoutinfo.com

17 May 2016

To:

International Commissioners and Principal
NSO Contacts in the European Scout Region
of WOSM

Regional Circular 15 2016

Open Call – Volunteering at Regional Level

Dear friends,

We are pleased to send you this communication relating to the Open Call to seek your support in distributing the call as widely as possible so that, together, we can help achieve the Regional Scout Plan 2016-2019.

Building on the past experiences, and trying to have a better process in place, so that everyone who applies is treated fairly and – importantly – the Region gets the most effective team to help deliver the Regional Scout Plan. We recognise the important role that NSOs and NSAs have in delivering the plan as well, but for the present process, we need your support in spreading this call as widely as possible.

Although we do not know exactly what will be required, we have included a list of possible skills in the online form to be found at: <http://bit.ly/1XiRPg7>

Applications will be handled by a small, specialist Human Resource Team, who will rate the applications, verify information and make suggestions based also on reference to the relevant staff member and the coordinators who will have already been appointed under the same process. We want to ensure as much objectivity and fairness as possible.

Thank you for helping us undertake this important process by spreading the call as widely as possible. We will request validation of all applications by the relevant International Commissioner.

We also recognise that not everyone will be accepted, but we will try to keep all informed at all stages of the process.

This stage of the process will close 3 weeks after the end of the European Scout Conference – so the deadline for applications is 15 July 2016 at 12.00 noon CEST (Central European Summer Time).

There will be other deadlines particularly relating to the planning team calls for regional events or to fill a particular vacancy with very specific needs.

Looking forward to receiving applications in due time, and certainly before noon on 15 July 2016.

With kind regards,

Andrea Demarmels
Chairperson,
European Scout Committee

David McKee
Regional Director



The Open Call Process – offering service to the European Scout Region

The purpose of this document is to explain the procedure for the recruitment of adult volunteers for the European Scout Region.

Please **read the following details carefully before filling in the application form**. If you have any questions, please do not hesitate to contact a member of the HR Task Team. All conversations in relation to applications will be treated as confidential.

Candidates will be selected on the basis of their skills and the needs of the region. Each candidate must be a member of a National Scout Organization/Association. We will not accept applications from candidates that are not confirmed by their NSO/NSA.

WOSM offers a safe environment for interesting and challenging volunteer to work in a European context. Volunteering roles are open to all who meet the criteria regardless of **origin, skin colour, gender, disability, sexual orientation, gender identity, religious belief, age, health, or socio-economic background**.

The most important selection criteria are **practical experience, the ability to work in a team, motivation and time commitment**.

Of considerable importance are language skills (English), knowledge and the ability to work in an intercultural context. We will also make sure that we have a certain level of Gender balance and Regional balance among our volunteers.

For all coordinator roles, leadership skills are also indispensable and a very important selection criteria.

As the Regional Scout Plan has not yet been agreed, no priorities in the kind of skills we need have been set so far. The same is true for the exact number of volunteers that are needed to deliver the Regional Scout Plan this number is not defined yet. This is only possible after the European Scout Conference. Candidates will be kept informed about what happens with their application. It is foreseen that the main selection process will be completed during August 2016.

Agreed expenses incurred by volunteers during their work for the European Scout Region will be paid from European Scout Region budget(s), applicants are not required to fund their involvement for the European Scout Region from their own financial resources.

All data collected in the recruitment will be treated as confidential and only disclosed to those who need it to make decisions about the use of volunteers in the work of the European Scout Region, primarily the HR Task Team, the European Scout Committee, appointed Coordinators and staff supporting the process.

ROLES

Working Group Coordinator

- Coordinates work of the group to deliver on the relevant portions of the Regional Scout Plan and any other tasks agreed with the European Scout Committee
- Instigates and chairs meetings of the group (face-to-face and conference calls)
- Reports on the work of the group to the European Scout Committee as required

Working Group Member

- Works on his/her own or with others to deliver on agreed tasks
- Attends and actively participates in meetings of the group (face-to-face and conference calls)
- Represents the group as required and as agreed

Event/Project Coordinator (*)

- Coordinates the planning, running and review of specific event(s) and/or project(s)
- Coordinates event team(s) and/or project group(s)
- Reports on the work of team(s)/group(s) to the European Scout Committee and/or relevant Working Group as required

Event/Project Group Member (*)

- Works on his/her own or with others to plan/run/review event(s)/project(s)
- Attends and actively participates in meetings of team(s)/group(s) (face-to-face and conference calls)
- Represents team(s)/group(s) as required and as agreed

Consultancy (Tailored Support) Coordinator

- Coordinates all activity concerning Global Support and /or Tailored Support from request to execution
- Liaises with designated committee members as required to ensure clear guidance as required and to ensure good communications
- Liaises with World level Global Support Coordinator as required
- Reports on the work of the consultants to the European Scout Committee and/or relevant Working Group as required

Consultant (Tailored Support)

- Persons with specific skills and/or expertise that can help the ESR to develop and provide support to the NSOs within their area(s) of expertise.
- Performs agreed consultancy engagements for NSOs/NSAs (or at Regional level) on his/her own or with others
- Reports on progress regularly during longer engagements
- Reports on outcome in the required format at end of each engagement

Finance Support Group Member

- Works as part of the support team for the Regional Treasurer
- Brings experience of finance including investments and currency market
- Has a thorough knowledge of implementation and monitoring of financial best practices
- Attends face to face meetings of the group as required

(*) Please note that as not all events are defined yet, there might be additional open calls during the triennium to appoint teams to organise specific events. It will not be possible to set up all event teams at this time.

REQUIREMENTS

Language Skills

Ability to communicate (speak, write, read) in English in order to participate in discussions, interact via e-mail and produce written content and read documents. Proficiency in other language(s) may be an asset for certain tasks.

Practical Experience

Relevant practical experience in the field of work, either from a Scouting background and/or professional background. The experience should be of practical relevance and based on the application of sound theory. Theoretical knowledge alone is not sufficient.

Knowledge

Knowledge necessary to perform effectively in the field of work. This knowledge may have come from studies, trainings and/or long experience.

Ability for teamwork

Ability to work in a team, to listen to other team members, to find compromise and consensus in discussions, to accept and value the opinions of others.

Ability to work in an intercultural context

The candidate should have some previous background / experience / interest / in intercultural work (e.g. participation in international Scouting events, professional experience, school exchange, etc.). A strong interest may be sufficient.

Motivation

Be very motivated to contribute to the success of the implementation of the Regional Scout Plan and be willing to bring in his/her own ideas and creativity.

Time commitment

Ability to commit some of his/her free time to the work of the European Scout Region. This will vary a lot depending on the volunteer role. However, generally it includes the attendance of at least two weekend meetings (Friday afternoon to Sunday afternoon). Participation at other meetings/events might be required. It also includes the participation at skype calls in between meetings (once a month). And it includes the timely contribution with planning and/or content work (at home) in between skype calls and meetings. On average and depending on the specific role, this might sum up from 1 to 3 days per month, and would be significantly more for coordinating roles.

Leadership (for coordinating roles only)

Experience in leading teams of volunteers within a Scouting context. This experience should have been gained over a period of 2 years or more and ideally from different roles/assignments. Professional leadership experience alone is not sufficient; the volunteering context is crucial to this role.

INSTRUCTIONS TO COMPLETE THE ON-LINE APPLICATION FORM

In order for you to be considered as a potential regional volunteer supporting the European Scout Region in achieving the objectives of the new Regional Scout Plan 2016-2019 please complete the on-line application form available on <http://bit.ly/1XiRPg7>.

But before you start doing so, make sure you have available for providing us (through a separate email) (a) a recent version of your updated Curriculum vitae reflecting relevant experiences gained within and outside the Scout Movement and (b) a short motivational letter in which you explain why you would like to be considered as a regional volunteer support the European Scout Region.

Please note that only such applications will be considered which have the approval of the relevant National Scout Association. So, make sure you have the support of your association's International Commissioner. The Human Resources Team will check this.