

Job Description



Title:	Girls for Green Energy Project Manager
Responsible to:	STEM Programme Manager, Global Programmes Manager
Location:	Home-based (preference for Asia-based, particularly Hong Kong, Singapore or Taiwan)
Key Working Relationships:	Member Organisation (MO) staff and volunteer leaders, Global Global Programmes Manager, Asia Pacific Regional Manager, Communications Coordinator (Programmes & Partnerships), Monitoring, Evaluation & Learning Manager, Core Mission Team, Fundraising Team

This fixed term role is for 12 months. We aim to appoint as a full-time role; however we will also consider applicants who wish to work 0.6-0.8 full-time equivalent (three to four days a week)

Fluency in written and spoken English and Chinese is essential for this post.

About Us:

Girl Guiding and Girl Scouting is the world's only movement for every girl and any girl because we believe that each of them deserves to be the best they can be. Free to make what they want from the Movement, girls learn by doing, make friends and have fun. In safe, local spaces, girls develop the skills and attitudes to change themselves, their communities and our world. Over ten million Girl Guides and Girl Scouts are active in 153 countries.

The World Association of Girl Guides and Girl Scouts (WAGGGS) keeps the global movement thriving, united and growing.

Job Purpose:

This role will lead the delivery of a new digital project for Girl Guides and Girl Scouts in Hong Kong, Singapore and Taiwan, a new partnership between WAGGGS and a global wind engineering company and leader in the renewable energy industry. Our new project, 'Girls for Green Energy' involves a non-formal education programme that includes a Microsoft Minecraft Education Edition game on energy and sustainability, called Planet Rescuers, developed by the donor. The game teaches girls (age 8-15) about renewable energy, climate change and the environment through a series of eight competitive challenges.

To complement gamified learning with WAGGGS non-formal education method, WAGGGS will develop an offline activity or reflection tool that leaders can use with Girl Guides/Girl Scouts after each game session. To enhance the learning experience and value, participants will be tasked to plan and deliver a "Take Action" project at the end of the programme and share their learning with others. If this one-year pilot is successful,

Job Description

WAGGGS will seek further funding to reach a wider audience within the Girl Guiding/Girl Scouting global movement.

STEM is an emerging programme focus area for WAGGGS. The demand for STEM-related non-formal education activity through Girl Guiding and Girl Scouting was recently confirmed through an international STEM survey of WAGGGS members.

Key Responsibilities:

You will manage this one-year project. This will involve setting up the project, working with others to develop the off-line component and working closely with organisational leaders in Girl Guiding/Girl Scouting the three Member Organisations for the roll out and monitoring and evaluation of the project.

Specifically, you are expected to perform the following roles:

1. Project Management

- Manage the Girls for Green Energy Project at WAGGGS Global Programmes closely working with the STEM Programmes Manager and the Global Programmes Manager.
- Manage the project through planning, decision-making, monitoring, reporting and learning. You will be responsible for the key decisions throughout the project and ensures that the results are delivered on time and within budget.

2. Working with Member Organisations

- Work with the three WAGGGS Member Organisations (MOs) for their implementation of the project
- Support the MOs in their selection and induction of their 'National Project Coordinators'
- Work with the three NPCs for the delivery of the project

3. Project Monitoring and Reporting

- Oversee the monitoring and reporting in close coordination with the Global Programmes MEL team.
- Lead the development of the project's results and monitoring framework.
- Provide narrative and financial reports to the donor and to internal stakeholders at WAGGGS.
- Responsible for managing the planning, tracking and reporting of the project budget.

4. Communications

- Oversee the communication internally and externally for the project, working with the WAGGGS Communications Coordinator (Programmes & Partnerships).
- Work with Campfire Team to develop Girls for Green Energy content in the WAGGGS online platform 'Campfire'.

Job Description

- Develop the project's communication plan in coordination with the Communications team.

5. Donor Relations

- Work with the donor staff to support employee engagement and pro-bono opportunities.

6. Working with Global Programmes Team and Other Units

- Support the non-formal education curriculum writer who will develop the offline component of the programme
- Work according to the WAGGGS mission, global strategy, 2024-2026 action plan, organisational values and relevant educational frameworks and approaches.
- Contribute to the WAGGGS global programmes team on achieving its annual objectives
- Work with other units in WAGGGS (ex. Core Mission, Membership and Regions, Volunteer Management Team, etc.) to ensure inclusive and coordinated approach in working with the MOs

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.

The job description will be reviewed regularly and may be subject to change.

Person Specification



Area:	Essential:	Desirable:
Qualifications:	<ul style="list-style-type: none"> University level qualification or qualification by skills/experience 	<ul style="list-style-type: none"> Project qualification or qualification skills/experience
Experience:	<ul style="list-style-type: none"> Experience of coordinating projects delivered in scope, on time and within budget Experience building relationships with multiple stakeholders. Experience of working with volunteers 	<ul style="list-style-type: none"> Experience in Non-formal Education delivery Experience in the charitable/not-for-profit sector Experience or familiarity with WAGGGS global programmes Experience working with young people/girls
Skills and Knowledge:	<ul style="list-style-type: none"> Able to manage varied projects and juggle conflicting priorities. Able to communicate effectively in writing with all stakeholders–reports, support materials, correspondence. Excellent MS Office skills 	<ul style="list-style-type: none"> Excellent verbal communication skills including presentation and facilitation skills Knowledge of Girl Guiding/Girl Scouting Knowledge of Minecraft Knowledge of gamification of learning Arabic, French, or Spanish language skills
Personal Qualities:	<ul style="list-style-type: none"> Able to build positive relationships with all stakeholders and work with and relate to people at all levels. Excellent attention to detail Able to work on own initiative Able to work in a fast-changing environment Able to multitask with the ability to focus on details Able to deliver against tight deadlines 	<ul style="list-style-type: none"> Creative approach to work
Other Requirements:	<ul style="list-style-type: none"> Fluent in spoken and written English and Mandarin Chinese (preferably written Traditional Chinese). Occasional work outside regular office hours 	<ul style="list-style-type: none"> Experience working remotely/in a dispersed team Ability to speak Cantonese is an added advantage

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Area:	Essential:	Desirable:
Working for WAGGGS:	<ul style="list-style-type: none"> • Able to demonstrate a commitment to and be a role model for WAGGGS' organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional. • A passion and commitment for issues affecting girls and young women on a global level, and demonstrable ability to engage with girls and young women, either through a professional or personal background. 	

Special Notes:

We are open to applications from those wishing to work for three or four days a week.

There may be a project visit to Hong Kong, Singapore and Taiwan (pending confirmation of budget).

Prevention of Sexual Exploitation and Abuse

WAGGGS has a zero-tolerance policy with regard to Sexual Exploitation and Abuse by WAGGGS' personnel against the people they serve. All forms of sexual exploitation and abuse are incompatible with the universally accepted norms, values, principles and standards that underpin our organisation. Protection from Sexual Exploitation and Abuse (PSEA) is the responsibility of everyone, and all selected candidates will be required to comply with WAGGGS' Safeguarding Policy at all times. Selected candidates will therefore undergo reference and background checks against their past behaviour related to sexual exploitation and abuse and may be required to provide additional information further on in the selection process.