

Job Description



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| Title: | Europe Events Manager |
| Responsible to: | Head of Europe Region |
| Location | Homebased within Europe (occasional travel to Vienna, Malta and Brussels) |
| Key Working Relationships: | Head of Membership and Regional Support, Head of Governance, Europe Region Committee and Project Lead Volunteers, Vienna Scouts, European Scout Bureau, Member Organisations and their International Commissioners (IC). |

Job Purpose:

The purpose of this role is to project manage the WAGGGS European Guide Conference (EGC) and the Europe Guide and Scout Conference, jointly with the World Organization of the Scout Movement (WOSM) and the Vienna Scouts.

More about the event:

The EGC and the EGSC are delivered together as a 4-day event with some elements online. The event will take place in Vienna, Austria in July 2025 in partnership with the host organisation, the Vienna Scouts. This is the main platform for decision makers in our 42 European Member Organisations to gather for networking and consultation on the direction of travel. The International Commissioners (IC) Forum will take place from 5-8th December in Malta and is the platform for stakeholder engagement prior to the conferences.

Key Responsibilities:

1. Project manage the delivery of the in-person EGC to ensure that the event fulfils the objectives and is delivered on time and within the WAGGGS budget.
2. Manage relationship with WOSM and the Vienna Scouts to ensure communication is smooth and that WAGGGS' input to the EGSC is provided within agreed timelines.
3. Build and manage relationships with WAGGGS staff, volunteers, partners and Membership Organisations, including working closely with volunteers around the Conferences.
4. Manage the budget for the EGC.
5. Manage logistics and coordinate the content of the EGC in collaboration with Europe region staff team and volunteers. Support the EGSC with these elements.
6. Support the development of the event risk assessment.

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7. Oversee the conferences' circulars in collaboration with communications colleagues.
8. Coordinate and monitor conference planning team in collaboration with the conference Lead.
9. Ensure the conferences comply with WAGGGS visual identity.
10. Support with the registration process and conference inbox where needed.
11. Create an evaluation survey and draft the final EGC report in addition to providing input into the EGSC report.
12. Support the organisation of the IC Forum in partnership with the lead organisation, WOSM and the host organisation, Malta Guides and Scouts. This will include final logistics & final content planning arrangements, input into post-event evaluation.

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: |
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| Qualifications: | <ul style="list-style-type: none"> • Project Management qualification or qualification by skills/experience | |
| Experience: | <ul style="list-style-type: none"> • Strong experience as an events manager, and having organised multiple high-profile events, ideally in a variety of geographic locations. • Experience of managing projects delivered in scope, on time and within budget. • Experience of working with staff across cross functional teams • Experience of working with volunteers • Experience of budgeting and financial management • Experience of working in a changing environment | <ul style="list-style-type: none"> • Experience working in an international organisation |
| Skills and Knowledge: | <ul style="list-style-type: none"> • Understanding of the membership organisations dynamics • Excellent written and verbal communication skills. • Excellent MS Office skills. • Knowledge of event management software • Ability to build and maintain relationships with third parties. • A track record of problem solving. • Ability to use critical and creative thinking to troubleshoot and design bespoke solutions. | Subject matter experience of gender equality, girls' empowerment, gender-based violence and/or sustainability |
| Personal Qualities: | <ul style="list-style-type: none"> • Proven ability and resilience to operate in an organisation with a complex legal structure and set of relationships, and to manage a challenging workload • Pro-active team player • Excellent attention to detail • Able to work on own initiative | |

Person Specification

| Area: | Essential: | Desirable: |
|---------------------|---|---|
| | <ul style="list-style-type: none"> • Creative approach to work • Able to work in a fast-changing environment • Able to multitask with the ability to focus on details • Able to deliver against tight deadlines | |
| Other Requirements: | <ul style="list-style-type: none"> • Fluent in spoken and written English • Frequent work outside regular office hours and some international travel | <ul style="list-style-type: none"> • French language skills |
| 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. | <ul style="list-style-type: none"> • 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. |