

# Job Description

<b>Title:</b>	Head of Region -Europe
<b>Responsible to:</b>	Head of Membership
<b>Location</b>	Europe
<b>Key Working Relationships:</b>	Regional Committee, working groups and volunteers, WAGGGS Europe Member Organisations (MOs), all staff organisation wide. Cross-departmental working.

## Job Purpose:

To support, promote and deliver the strategy of World Association of Girl Guides and Girl Scouts (hereafter WAGGGS) within the Europe Region, by working with the Europe Regional Committee to ensure the delivery of the region's value proposition to Member Organisations (MOs).

To lead WAGGGS operations in the Europe Region, to ensure the effective liaison between the region and the wider organisation, and in partnership with national Member Organisations (MOs) and external partners, when applicable, to achieve the objectives of regional action plan.

## Key Responsibilities:

1. In conjunction with the Regional Committee finalize, implement and monitor the 2025 Regional Action Plan to ensure the delivery of WAGGGS Global Strategy at a regional level.
2. Under the framework of WAGGGS Global Strategy, work in collaboration with the Regional Committee to develop the Europe Region Triennial Action Plan 2026-2029 and a strong consultation process with Member Organisations to include the Europe Voluntary Contribution review.
3. In conjunction with the Head of Finance and the Regional Committee Chair to propose and develop a budget to deliver the Europe Triennial Regional Action Plan, and undertake the active monitoring and management of the regional budget.
4. To be the project lead for the European Volunteer Contribution Review team of Regional Committee and staff members.
5. In conjunction with the Regional Committee, and in consultation with the Head of Membership and Regional Support, to manage relationships with external stakeholders in the region.
6. In partnership with the Regional Committee, ensure the delivery of WAGGGS Europe Region regional events, in particular the 2025 WAGGGS Europe Regional Conference (Austria, July 2025) with responsibility for:
  - Strategic goals of the conference or event

# Job Description

- Objectives of the event
  - Programme and content of the event
  - Recruitment and activation of volunteers to support delivery of the event
  - Liaise with event planning team to ensure appropriate logistical support for conference or event
7. To have delegated daily management powers (aligned with the WAGGGS scheme of delegation) of the WAGGGS AISBL (Association Internationale Sans but Lucratif) non-profit organisation in Belgium and ensure the financial, legal and administrative obligations of AISBL are adhered to;
  8. In collaboration with HR Manager and the Head of Finance, both based in the London office, to ensure the compliance of WAGGGS Policy and WAGGGS Règlement de travail, Belgian employment law.
  9. To lead, manage and motivate the staff team of the Europe Region to ensure that they provide high quality services to both volunteers and Member Organisations, and to serve as the key link between the Europe Regional Committee and the staff team.
  10. To be responsible for the effective managing and timely reporting on the departmental budgets and engaging with all aspects of resource management and resource allocation in line with WAGGGS policies and instructions from WAGGGS Finance Team. This includes overseeing bookkeeping and other financial management activities such as supporting the annual audit.
  11. Review information and intelligence about Member Organisations needs in the Region and ensure this is considered when developing the Europe Regional Plan.
  12. In collaboration with the Regional Committee, to work with the Head of Strategic Partnerships and Communications, to ensure the fund development and external relations work of the region is appropriately managed.
  13. In conjunction with the Regional Committee, manage the relationship with the Europe Region of the World Organization of the Scout Movement (WOSM) and work in partnership with the WOSM Regional Director to co-ordinate joint work.
  14. Work closely with WAGGGS Communications team and Regional Committee to raise the profile and visibility of the Europe region and its Member Organisations both internally and externally.
  15. To be responsible for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role within your Personal Development Plan agreed with your line manager.

In order to meet the needs of the Europe Region, the specific requirements of this

# Job Description

position may develop, and the postholder is expected to undertake any other training and duties, which may be required.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line 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"> <li>• Management qualification or qualification by skills/experience</li> </ul>	<ul style="list-style-type: none"> <li>• Education in the relevant field</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Experience working in an international organisation</li> <li>• Experience of managing change</li> <li>• Experience of managing projects delivered in scope, on time and within budget.</li> <li>• Experience of working with staff across cross functional teams</li> <li>• Experience of working with volunteers</li> <li>• Experience of budgeting and financial management</li> <li>• Experience of working in a changing environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with membership organisations</li> <li>• Management of charity organisation in Belgium</li> </ul>
Skills and Knowledge:	<ul style="list-style-type: none"> <li>• Meticulously organized with impeccable attention to detail</li> <li>• Good IT (advanced) skills including Excel and Outlook, conference call technology</li> <li>• To be flexible and resilient and balance conflicting priorities</li> <li>• Strong inter-personal and communication skills and ability to relate to people across many cultures, international experience an assets</li> <li>• Strong commitment and well-developed understanding of diversity, cultural sensitivity, and the ability to display diplomatic skills that take account of the ethnic, religious, language and geopolitical differences that affect all areas of WAGGGS' work</li> <li>• Excellent written and verbal communication skills</li> <li>• A track record of problem solving</li> <li>• Understanding of the membership organisations dynamics</li> <li>• Ability to build and maintain relationships with third parties.</li> <li>• A track record of problem solving.</li> <li>• Volunteer management experiences</li> </ul>	<ul style="list-style-type: none"> <li>• Subject matter experience of gender equality, girls' empowerment, gender-based violence and/or sustainability</li> </ul>

# Person Specification

<p>Personal Qualities:</p>	<ul style="list-style-type: none"> <li>• Proven ability and resilience to operate at a senior level in an organisation with a complex legal structure and set of relationships, and to manage a challenging workload</li> <li>• Collaborative, enthusiastic team player and supportive colleague</li> <li>• Demonstrable commitment to working in partnership with volunteer leaders and able to cultivate effective relationships with a wide range of people, based on trust and mutual respect</li> <li>• Professionalism, attention to detail and strong planning skills</li> <li>• Creative and hands on approach to work, with the ability to deliver to deadlines</li> <li>• Ability to use initiative and proactively look for opportunities to have impact</li> </ul>	
<p>Other Requirements:</p>	<ul style="list-style-type: none"> <li>• Fluent in spoken and written English</li> <li>• Able to work outside regular office hours</li> <li>• Able to travel internationally</li> </ul>	<ul style="list-style-type: none"> <li>• Fluent in spoken and written French</li> </ul>
<p>Working for WAGGGS:</p>	<ul style="list-style-type: none"> <li>• Able to demonstrate a commitment to and be a role model for WAGGGS' organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional.</li> <li>• 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.</li> </ul>	