

# Job Description



**Title:** WAGGGS Centenary Project Manager

**Responsible to:** Inga Pikse, Head of Individual Giving and Philanthropy

**Key Working Relationships:** Internal Staff Operational team, co-lead volunteers, Steering Committee including World Board members and external partners

## Job Purpose:

The WAGGGS Centenary Project Manager will play a key role in the success of WAGGGS and our ability to deliver value for our Member Organisations in 153 countries. Together our Member Organisations represent over 11 million girls and young women around the world.

They are responsible for planning, coordinating, and delivering the WAGGGS Centenary programme from design through to execution and evaluation. This role ensures the WAGGGS Centenary vision is translated into clear plans, realistic timelines, and high-quality delivery across multiple workstreams, stakeholders, and geographies.

Working closely with internal teams, volunteers, and external partners, the WAGGGS Centenary Project Manager plays a central role in keeping the WAGGGS Centenary work aligned, on track, and impactful.

## Key Responsibilities:

### Project Planning & Delivery

1. Lead the strengthening and implementation of the WAGGGS Centenary project plan, ensuring milestones, timelines, and deliverables are clearly defined and monitored.
2. Coordinate multiple WAGGGS Centenary workstreams, ensuring alignment across teams and avoiding duplication or gaps.
3. Track progress against objectives, timelines, and budgets, proactively identifying risks and mitigation strategies.
4. Ensure the WAGGGS Centenary programme is delivered to a high standard, on time, and within agreed resources.

### Stakeholder & Volunteer Management

5. Act as a key point of contact for WAGGGS Centenary stakeholders, including staff, volunteers, and partners.
6. Support and coordinate WAGGGS Centenary volunteers, ensuring they are well-briefed, supported, and able to contribute meaningfully.
7. Facilitate collaboration between different teams, fostering a shared sense of purpose and accountability.

## Reporting & Risk

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8. Prepare regular progress updates, reports, and briefings for the WAGGGS Executive team, the Centenary Steering group, the Centenary Operational team, the Global Team and the Movement.
9. Support decision-making by presenting clear options, risks, and recommendations.
10. Maintain project documentation, including risk registers, reporting schedules and meeting notes and follow up.

## Quality, Learning & Legacy

11. Ensure WAGGGS Centenary activities align with organisational values, strategic priorities, and quality standards.
12. Embed reflection, learning, and evaluation into the WAGGGS Centenary process to inform future work.
13. Support planning for WAGGGS Centenary legacy, ensuring outputs, learning, and resources have value beyond the anniversary year.
14. To act as an ambassador on behalf of WAGGGS, creating opportunities to enhance WAGGGS's external profile and reputation amongst key audiences and pursue strategic alliances in line with corporate and business plan objectives.
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 manager.

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"> <li>• Relevant experience in project management, international development, non-formal education, or a related field.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal qualification or certification in project management, leadership, or a related discipline.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Proven experience managing complex projects with multiple stakeholders and moving parts.</li> <li>• Experience working with volunteers, committees, or working groups.</li> <li>• Experience working in an international or multicultural context.</li> <li>• Experience managing milestone or anniversary projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working within a global movement or membership-based organisation.</li> <li>• Experience in programme design, facilitation, or capacity-building.</li> </ul>
Skills and Knowledge:	<ul style="list-style-type: none"> <li>• Strong planning and organisational skills, with the ability to manage competing priorities.</li> <li>• Excellent communication skills, both written and verbal.</li> <li>• Ability to coordinate across multiple stakeholders and maintain alignment.</li> <li>• Understanding of inclusive, girl-led, and values-based approaches to leadership.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of WAGGGS structures, programmes, or the global Girl Guiding and Girl Scouting Movement.</li> <li>• Familiarity with Monitoring, Evaluation, and Learning (MEL) approaches.</li> </ul>

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Area:	Essential:	Desirable:
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Highly organised, calm under pressure, and solutions-focused.</li> <li>• Collaborative and inclusive, with a strong commitment to shared leadership.</li> <li>• Comfortable balancing structure with flexibility in a dynamic environment.</li> <li>• Values-driven, with a genuine interest in purpose-led work.</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive and self-motivated, with the ability to take initiative.</li> <li>• Strong relationship-builder with the ability to inspire and engage others.</li> </ul>
<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>• Fluent in spoken and written English.</li> <li>• Occasional work outside regular office hours, frequent if globally based</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate in one or more additional WAGGGS official languages (Arabic, French, or Spanish).</li> </ul>
<b>Working for WAGGGS:</b>	<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>	

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