

15 July 2019

OPEN CALL: PROJECT ASSISTANT, EDUCATIONAL PROGRAMME

CANDIDATE INFORMATION PACK

The Host Organisation of the European Jamboree 2020®, Związek Harcerstwa Polskiego (The Polish Scouting & Guiding Association) is hiring a **Project Assistant, Educational Programme** to support daily operations of the European Jamboree 2020 Warsaw Office.

The European Jamboree 2020 is a joint event of the World Organization of the Scout Movement (WOSM) and the World Association of Girl Guides and Girl Scouts (WAGGGS), hosted by the ZHP in Gdańsk, Poland under the auspices of the Secretary General of the Council of Europe.

The Jamboree will gather ca. 15,000 Scouts and Guides from Europe and other regions of WOSM and WAGGGS. The Jamboree is an educational event focused on personal development of young people, supported by adult volunteers – the International Service Team. The Jamboree will be held in Gdańsk on Sobieszewska Island. Main programme theme of the Jamboree is "Act!" – Scouts and Guides will be encouraged to discover their strengths and take real actions on their local societies. Vast majority of the programme activities will be connected with the UN's Sustainable Development Goals.

Project Assistant, Educational Programme

LOCATION:

- From September 2019 to June 2020: Warsaw, The European Jamboree 2020 Office
- From June 2020 to August 2020: Gdańsk, The European Jamboree 2020 Office & Venue
- From September to October 2020: Warsaw, The European Jamboree 2020 Office

RESPONSIBLE TO:

- Chief of Staff, European Jamboree Executive Team Member
- Educational Programme, European Jamboree Executive Member

INTERNAL RELATIONS:

- Jamboree Director and other staff members of the Jamboree Organisation
- Members of the Jamboree Executive Team
- Heads of Departments and Members of the Jamboree Planning Team
- Members of the Jamboree Advisory Group
- Staff Members of the ZHP National Office

HOST CITY



JOINT EVENT



EXTERNAL RELATIONS:

- Contingent Management Teams of MO/NSO
- Partners and contractors for the Programme OA

MAIN TASKS:

- Daily support for the Programme Operational Area of the Jamboree Planning Team
- Daily support for the Member of the Jamboree Executive Team responsible for the Educational Programme of the Jamboree
- Maintain relations, networks and co-operates with partners and contractors for the Programme OA
- Act as the point of contact for internal and external stakeholders of Programme OA
- Handle administrative requests and queries from senior volunteers and staff (JET, JPT)
- Organizing and scheduling meetings of the Programme OA and its departments
- Answer and direct phone calls
- Organize and schedule appointments, plan meetings and take detailed minutes, write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Liaise with the Chief of Staff and executive administrative assistants to handle requests and queries from the Jamboree Executive Team

REQUIREMENTS:

- Ability to communicate in English
- Proven experience as an administrative assistant, virtual assistant or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in Microsoft Office (Word, Excel and PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Experience in preparation on nationwide or international jamborees or different large scale events will be an asset
- Work permit if needed – [please consult on the website of The Office for Foreigners](#)

SUMMARY OF EMPLOYMENT TERMS AND CONDITIONS:

- This is a **time-limited position** with a thirteen months **mandatory contract** (September 2019 – October 2020) with fixed remuneration, to be paid on a monthly basis.
- Remuneration will be appropriate to the responsibilities of this role.
- An exact date of contract start will be decided with the selected candidate.



HOW TO APPLY:

Applications should be submitted by email to the European Jamboree 2020 Warsaw Office (warsaw@ej2020.org) no later than **23.59 Warsaw local time on 31 July 2019** and should include:

- **A curriculum vitae** with full details of your education and career history;
- **A letter of motivation** outlining your suitability for the role, relating your skills, knowledge, and experience to the job description and person specification, as well as your particular interest and motivation in applying for this role.

All enquiries should be emailed to warsaw@ej2020.org.

Shortlisting will take place before 10 August 2019, when all shortlisted candidates will be advised.

No other applicants will be contacted.

Interviews will be held via Skype.

The Jamboree Organisation is committed to making appointments based on merit, through a fair and open process, taking due account of equality and diversity.

(Kindly please review the Personal Data Protection Information on the next page)



PERSONAL DATA PROTECTION INFORMATION:

The administrator of your personal data is Związek Harcerstwa Polskiego based in Warsaw at ul. Maria Konopnickiej 6, 00-491 Warsaw ("ZHP"). You can contact ZHP also at the following e-mail address: sekretariat@zhp.pl and by phone: +48 22 339 0606 or directly with the data protection officer designated by ZHP: zhp-iodo@rt-net.pl and telephone number: +48 888 942 222.

Your personal data, for which we are asking in the Open Call, will be processed on your consent expressed by a clear confirmation action (Article 6 paragraph 1 letter a) in relation to Article 4 point 11 of the Personal Data Protection Act).

If you want to take part in future recruitment for similar jobs at ZHP, your personal data will be processed on the basis of a separate consent, which you must agree, which should read as follows:

"I consent to the processing by the ZHP of personal data contained in the attached CV and other application documents in order to carry out future recruitment for similar positions."

We will process your personal data only for the purpose of:

- 1) recruitment for this job at ZHP; the data will be stored for the ZHP decision to fill the vacant position, and if it is found before your appointment that your candidacy will not be accepted - to take a decision by the ZHP not to accept your candidacy;
- 2) carry out future recruitment for similar work positions at ZHP; data will be stored for one year from the consent.

You can withdraw your consents at any time by contacting ZHP for this purpose or directly with the data protection officer designated by ZHP. Withdrawal of consent does not affect the lawfulness of the processing that was made on the basis of consent before its withdrawal. Withdrawal of consent can not cause any negative consequences, especially cannot be the reason justifying the refusal to work.

You also have the right to access your personal data, rectify it, delete it, transfer it and restrict its processing. You can obtain full information about all of your rights here: <https://zhp.pl/rodo/>

