

15 July 2019

OPEN CALL: PROJECT ASSISTANT, EXTERNAL RELATIONS & LEGAL

CANDIDATE INFORMATION PACK

The Host Organisation of the European Jamboree 2020®, Związek Harcerstwa Polskiego (The Polish Scouting & Guiding Association) is hiring a **Project Assistant, External Relations & Legal** 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, External Relations & Legal

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
- Jamboree Director

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:

- Municipality of Gdańsk, its departments, taskforces and subsidiaries
- Local and national administration
- International stakeholders
- Contractors

MAIN TASKS:

- Coordinate project management activities, resources, equipment and information
- Liaise with External Partners to identify and define requirements, scope and objectives
- Make sure that External Partners' needs are met as projects evolve
- Help prepare budgets
- Analyze risks and opportunities
- Monitor project progress and handle any issues that arise
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting quality assurance tests
- Act as the point of contact between executives and employees/clients
- Facilitate internal communication (e.g. distribute information and schedule presentations)
- 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
- Work or voluntary experience as a Project Coordinator or similar role
- Experience in project management, from conception to delivery
- Solid organizational skills, including multitasking and time-management
- Strong client-facing and teamwork skills
- Familiarity with risk management and quality assurance control
- 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. Marii 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/>

