

World Scout Parliamentary Union, Secretariat

Rm.115, National Assembly Members' Bldg,

1 Yeouido-dong, Youngdeungpo-gu, Seoul

150-702, Korea

Tel. +82 2 786 4491~2 / Fax. +82 2 780 1703

wspu@scout.or.kr / wspu@assembly.go.kr



COMMUNICATIONS & PROGRAM MANAGER

at World Scout Parliamentary Union

Seoul, Rep. of Korea

About the World Scout Parliamentary Union

The World Scout Parliamentary Union (WSPU) is an independent Association of Parliamentarians, functioning according to the Fundamental Scout Principles expressed in the Constitution of the World Organization of the Scout Movement (WOSM).

The aim of WSPU is to establish an international network of parliamentarians of former Scouts and/or members who recognize the value of Scouting as a non-formal educational method, in order to support scouting at both national and international levels and promote better youth legislation.

WSPU's Secretariat is based in Seoul, Republic of Korea.

About the position

The Communications and Program manager (hereafter manager), reports to the Director of World Scout Parliamentary Union/Korea Scout Parliamentary Association and will be responsible for all internal and external communication, through the WSPU's website, newsletter and other means of communication. The manager will also be responsible prepare the Executive Committee meetings and assist them in their responsibilities. Finally, the manager will also assist in the preparation and running of yearly youth exchange programs, which includes leading in the preparation of group discussions with young people on subjects related to youth participation and youth empowerment.

Main Responsibilities

Communications and advocacy

- Manage the WSPU website (new stories, documents and other sections)
- Produce quarterly newsletters addressed to all members
- Correspondence with member National Scout Parliamentary Associations and other third parties
- Develop WSPU's potential and advocate for the adoption of better youth policies throughout the world
- Develop an online repository of resources related to youth policies

Planning and support

- Lead the planning and preparation of the Executive Committee Meetings (yearly), including its agenda
- Assist the organization of the General Assemblies (every three years), in particular its content and the running of the plenary sessions (keynote speakers, group discussions and workshops)
- Help expand the network of National Scout Parliamentary Associations (NSPAs)

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- Engage and communicate with Members of the Executive Committee, to assist them in their tasks
- Support the organization of the yearly youth exchange program, including the group discussion
- Help out the staff with other daily tasks

Qualifications and Experience

- Relevant University degree
- At least 1 to 2 years work experience working in a similar position (ideally in NGO/international organizations sector working on youth policies)
- Fluency in English. Knowledge of French and/or Korean would be an asset
- Experience in managing a website
- Excellent writing skills
- Excellent organizational skills
- Responsible and independent
- Experience in event planning and running would be an asset
- Excellent interpersonal and intercultural communication skills
- Good computer skills (esp. Office suite)
- Basic design and layout skills would be an asset
- Scouting background would be an asset, but is not necessary

Start date: As soon as possible

Salary: Korean Government grade salary

How to apply: Potential applicants are invited to send their application in English to wspu@scout.or.kr, by 15th June 2012 at the latest.

Your application should include your CV and a motivation letter (2 pages max) describing your experience and suitability for the position.

Please note that only shortlisted candidates will be contacted and that we cannot respond to phone enquiries.

For more information about WSPU, please visit: www.wspu.info.