

Asia Pacific Region Call for Volunteers 2021-2022

1. Governance Motions Support

Role Description	Skills and Desired Experience	Expected Commitment	Role Term	Working Relationships
<p>Understand the two Motions approved at 13th Asia Pacific Regional conference, consult with MOs and Global team to find the best approach to implement the recommendations made by motions, provide appropriate framework to the committee for approval and implementation, support committee in implementation of the approach once approved and report the outcomes during the 14th Asia Pacific Regional Conference.</p> <p>Exact Motions Text for Reference: Motion 2: That WAGGGS offers programmes, events, resources, etc. more accessible to girls and young women from Member Organisations which speak or operate in languages beyond the four official languages of WAGGGS.</p> <p>Motion 6: That the Regional Committee investigate and report back on</p>	<ul style="list-style-type: none"> - Good understanding of governance with previous experience within MO or WAGGGS - High level communication skills - Experience speaking out to influential decision makers - A good understanding and knowledge of Asia Pacific Region 	<p>4-6 Hours Per Week</p>	<p>March 2021 to August 2022</p>	<p>Member Organisations, WAGGGS Global Team and Asia Pacific Region with reporting line to committee member responsible for governance and motion</p>

communication or consultation methods that they can use to consult quickly with Member Organisations in the Region within 12 months.				
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2. Young Women in Governance Lead Volunteers-2

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
Review of the Motion 32 research team recommendations, cross-consolidate the recommendations and outcomes from the research in the Region, in collaboration with AP Young Women Ambassadors, deliver campaign to increase young women nomination for governance level position and work with MOs in AP Region to increase their capacity to engage young women in governance.	<ul style="list-style-type: none"> - Good understanding of governance and experience within a Member Organisation or WAGGGS - A good understanding of Motion 32 - Demonstrable interest in youth participation and leadership - Good Communication skills - Acts according to the WAGGGS values and commitment to developing personal leadership practice according to the WAGGGS leadership model - Experience designing and facilitating workshops for diverse groups of adults, using the Girl Guide and Girl Scout educational method <p>Requirement: Young Women 18-30 Years Old</p>	2-3 Hours Per Week	March 2021-August 2022	Member Organisations, WAGGGS Global Team, Asia Pacific Young Women Ambassadors and Asia Pacific Region with reporting link to committee member responsible for Young Women in Governance

3. Online International Experience Coordinator

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
<p>After COVID 19, many AP MOs identified they would like to connect girls and young women in their MO online with others in the region (due to the lack of international experiences they are currently unable to participate physically in due to COVID). This role would be to work alongside international commissioners to identify, develop and implement an approach for international experiences for girls and young women from AP MOs to connect online.</p>	<ul style="list-style-type: none"> - Access to the internet and confident using technology - Able to work in a team - Able to effectively communicate in English - Committed to personal development - Prior event planning experience - Prior facilitation experience, especially in an online format (e.g., through Zoom or another virtual platform) - Know the importance of WAGGGS International experience and good grip of WAGGGS leadership model - Good knowledge of online safety and 	<p>2-3 hours per week</p>	<p>March 2021-August 2022</p>	<p>Member Organisations, Asia Pacific Region, WAGGGS Global Team and International Commissioners with reporting line to committee members responsible for Girl Experience.</p>

	safeguarding for young people			
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4. Digital Capacity Building Lead

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
<p>The role requires to work with member organisations in AP to increase their capacity to engage online using digital tools. It can involve organising and supporting MOs to deliver engaging online events, e-learning and distant training, creating resources to make the mystery of the digital world easy to navigate for everyone.</p> <p>Since this is a lead role, it will involve, leading a small team, agreeing with them on an activity plan and assuring the team have the tools and knowledge needed to run the activities. Monitoring team progress and supporting team</p>	<ul style="list-style-type: none"> -Can work in a diverse environment -Have an understanding of AP region, -Can guide a team of learners and believe anyone can learn how to use modern digital tools. -Good understanding of digital platform and technical knowledge and can communicate it to people with methodologies and language adapted to their knowledge in a way that they feel empowered and want to keep learning. -Consider accessibility in digital world and can look 	2-3 hours per week	March 2021 to August 2022	Member Organisations, Asia Pacific Region and Capacity Building Volunteers with reporting line to committee member designated to the respective area of work

to ensure they can have a meaningful volunteering experience and are empowered to work in partnership with MOs to deliver guiding online.	for solution in partnership with MO representatives. -Can manage a small group of teams to strategize and prioritize work			
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5. Digital Capacity Building Volunteers-2

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
The role requires to work with member organisation in AP to increase their capacity to engage online using digital tools. It can involve organising engaging online events, e-learning and distant training, creating resources to make the mystery of the digital world easy to navigate for everyone.	<ul style="list-style-type: none"> -Can work in a diverse environment -Have an understanding of AP region, -Believe anyone can learn how to use modern digital tools. -Good understanding of digital platform and technical knowledge and can communicate it to people with methodologies and language adapted to their knowledge in a way that they feel empowered and want to keep learning. -Consider accessibility in digital world and can look for solution in partnership with MO representatives. 	2-3 hours per week	March 2021 to August 2022	Member Organisations reporting line to Digital Capacity Building Lead

6. Young Women Event Planning Team

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
<p>Plan, execute and evaluate a regional event meeting the needs and interest of young women organised by young women! This role will include input in planning the event, ensure the smooth running of the event, support the development of the programme of the event, define and brief facilitators needed to lead sessions and support content coordination, ensure quality of the event and feedbacks of participants, set up and monitor the objective to be reached in number of young women</p>	<ul style="list-style-type: none"> - Experience in events planning and execution - Demonstrated Leadership skills - Ability to communicate fluently in English - Excellent communication skills - Masters the use of virtual platforms - Ability to engage effectively and sensitively with people from diverse backgrounds. - Good understanding and knowledge of Asia Pacific Region and the needs of young women - Strong knowledge of Digital Media with experience on campaign - Understanding of WAGGGS leadership model - Ability to work and deliver in team 	<p>2-4 hours per week. The working hours will be less in planning phase and will increase leading to the event.</p>	<p>March 2021- March 2022</p>	<p>Member Organisations, WAGGGS Global Team, Girls and Young Women and Asia Pacific Committee with reporting line to committee member responsible for Girl Experience</p>

completing their action plan.				
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7. Communications Lead

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
<p>Lead a team of three volunteers that collectively will create stories, visuals and manage social media to prepare communication strategy and coordinate the team to deliver it. Mediate the communication needs of a variety of stakeholders - such as different programme leads or committee members. Work in close collaboration with the 2 communication managers for program and membership with the possibility to coordinate (and learn) with other regional lead volunteers for communication.</p> <p>Since this is a lead role, it will involve, leading a small team, agreeing with them on an activity plan and assuring the team have the tools and knowledge needed to run the activities. Monitoring team progress and supporting team to ensure</p>	<ul style="list-style-type: none"> -Team management - Leadership skills -Past experience in designing and implementing communication strategy -Fluent in English and has creative mindsets - Knowledge on diverse Asia Pacific Region and its communications need -Good command over English 	2-4 hours per week	March 2021- August 2022	Communications staff and volunteers across WAGGGS, Member Organisations and Asia Pacific Region with reporting line to committee member responsible for communications

they can have a meaningful volunteering experience and are empowered to work in partnership with MOs to deliver guiding online				
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8. Storyteller

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
Create inspiring, engaging and relevant stories about individuals or programmes and their impacts taking place in the Asia Pacific region. Work with the region, MOs and WAGGGS to share and amplify stories across various media like social media, website, newsletter and more.	<ul style="list-style-type: none"> -Creative mindset -Ability to work in team -Good command over English -Nose for story -High level communication skills to work with MOs from different background -Good knowledge of AP MOs 	2-4 hours per week	March 2021-August 2022	Communications staff and volunteers across WAGGGS, Member Organisations and Asia Pacific Region with reporting line to communications lead

9. Graphic Designer

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
Create visuals (graphics, videos) that please the eyes and tickle the minds using WAGGGS brand and create	<ul style="list-style-type: none"> -Creative mindset -Ability to work in team -Has access to professionaldesigning software 	2-4 hours per week	March 2021-August 2022	Communications staff and volunteers across WAGGGS, Member Organisations and Asia

visuals for a variety of media and programme need.	or can make use of opensource software -Knowledge and experience in graphic designing			Pacific Region with reporting line to communications lead
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10. Social Media Manager

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
Manage existing social media of AP and explore new social media that is fit for purpose. Create content for social media in coordination with the communications, global and regional team to make social media as engaging and informative as possible. Support in promotion of events and run campaign as per need.	-Creative mindset -Ability to work in team -Past experience and skills in handling social media accounts by creating contents and calendar -Experience in running social media campaign -Good command over English	2-4 hours per week	March 2021-August 2022	Communications staff and volunteers across WAGGGS, Member Organisations and Asia Pacific Region with reporting line to communications lead

11. Regional Grants Coordinator

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships

<p>Support committee to create required tools (application form, evaluation form, etc.) to promote projects supported by Friends of Asia Pacific WAGGGS (FAPW) among MOs. Support MOs to apply for the grants by providing one to support, organising webinars, drop-in session, etc. Review project applications and put forward to the committee for approval and support in reporting to FAPW by collecting reports and success stories.</p>	<ul style="list-style-type: none"> -Knowledge on Project Management (Planning, executing, monitoring and reporting) -Good command over written and spoken English -Coaching skills -Knowledge on virtual platforms -Record keeping, monitoring and reporting skills -Understanding of AP region - Strong analytical and critical thinking skills and ability to synthesize and interpret information 	<p>2-6 hours per week. The working hour might vary as per the support request of MOs.</p>	<p>March 2021- August 2022</p>	<p>Member Organisations, FAPW and Asia Pacific Region with reporting line to committee member liaising with FAPW</p>
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12. Volunteer Coordinator

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
<p>Support the region to provide a supportive and conducive environment for all regional volunteers. Support volunteers leads so that policies and procedures are applied all through each step of the volunteer's lifecycle and all volunteers have a thriving learning experience and deliver the</p>	<p>-Willingness to learn WAGGGS policies and procedures that apply to volunteers and the WAGGGS volunteer's engagement framework.</p>	<p>4-6 hours per week</p>	<p>Feb 2021- August 2022</p>	<p>Regional Volunteers, Asia Pacific Region and Staffs and Volunteers from Core Mission Team for Volunteer Engagement with reporting line to</p>

<p>regional plan in collaboration with the committee. Also support in the administration related to volunteer management. Play a role in delivering the Volunteer Activation Event.</p> <p>This role will also oversee the Volunteer Coordinator for Volunteer Activation Event, agreeing with them on an activity plan and assuring the team have the tools and knowledge needed to run the event . It will involve monitoring team progress and support to ensure they can have a meaningful volunteering experience and are empowered to work in partnership with MOs to deliver guiding online.</p>	<ul style="list-style-type: none"> - Ideally previous experience in HR management or volunteers management. -Good communicator and a team player. 			<p>committee member responsible for Volunteer Management</p>
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13. Volunteer Coordinator for Volunteer Activation Event

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
<p>Support region and Volunteer coordinator to organise a virtual Volunteer Activation Event- aiming to build a sense of community, a team as well as ensuring sound learning with the understanding that onboarding is</p>	<ul style="list-style-type: none"> -Experience in running on-line parties, get together, ceremonies and learning events. -Understand all the technicalities and the 	<p>4-6 hours per week. The working hour might increase during Volunteer Activation Event with less workload on other time.</p>	<p>February 2021-August 2021</p>	<p>Regional Volunteers, Asia Pacific Region and Staffs and Volunteers from Core Mission Team for Volunteer Engagement with</p>

<p>crucial to empowering volunteers to deliver and take ownership of their work. This is also going to be the first step to plan their personal development as regional volunteers and to fully understand the context and possibilities they will operate in.</p>	<p>administration to have an engaging digital event -Willing learn the WAGGGS volunteers engagement framework, the WAGGGS leadership model and all policies and procedures that apply to volunteers. -Team player -Understanding of diversity of the region</p>			<p>reporting line to Volunteer Coordinator</p>
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14. Virtual Event Coordinator

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
<p>Provide planning, administrative and operational support to various key players of the region (committee, volunteers, FAPW,etc) to deliver the engaging and informative virtual events throughout the year.</p>	<p>-Event Management skill -Team player -Good knowledge of Microsoft Office and digital platform to hold events -Good command over written and spoken English - Understanding of diversity of the region</p>	<p>4-6 hours per week in average. Workload might increase and decrease in context of planned events</p>	<p>March 2021-August 2022</p>	<p>WAGGGS Global Team, Regional Volunteers, Regional Committee, Member Organisations and FAPW with reporting line to Regional Coordinator and committee member responsible for events</p>