



POSITION DESCRIPTION

Position name	Volunteer member of the Gender Equality Working Group
Objective of Position	Contribute to the achievement of the objectives set out in the terms of reference of the Working Group of the Regional Committee on Gender Equality.
Position Concept	Voluntary members of the Regional Committee Working Groups are members of NSOs of the Interamerican Region, competent in specific matters and called to contribute to the achievement of specific objectives proposed by the Regional Committee.

POSITION RESPONSIBILITIES

Coordinates with / Report to	Will be responsible to the working group in its entirety and to the Regional Committee through its representatives in the working group.
Main duties and responsibilities	<p>The volunteer member is expected to:</p> <ul style="list-style-type: none"> • Contribute from his/her knowledge and experience, providing value for the fulfillment of the objectives of the working group. • Contribute to the formulation and implementation of a work plan that leads to the expected results. • Timely and quality fulfill assigned tasks within the work group. • Actively participate in the virtual meetings scheduled in the working group. • Ensure compliance with the terms of reference of the working group. • Contribute to the generation of reports and follow-ups to the work plan.

POSITION PROFILE

Required Core Competencies
<p><u>Adaptability to change</u> Level 2: Analyzes and implements change.</p> <ul style="list-style-type: none"> • Is flexible in the application of rules or procedures when the circumstances require them, without losing the essence or purpose. • Takes decisions autonomously in response to changing situations, staying within the general objectives or strategy. • Is creative and innovative in the performance of its functions. • Adopts changes in a timely manner and, when pertinent, makes adjustments to new trends. • Anticipates changes and adjusts activities accordingly. <p><u>Learning and personal development</u> Level 2: Analyzes their learning results and shares their knowledge and experience with the others.</p> <ul style="list-style-type: none"> • Acts as an agent of change and disseminator of new ideas and technologies.



- Motivates others to participate in continuous improvement processes and helps them facing new personal development challenges.
- Applies new learning to the work while enriching it.
- Translates his/her own experience and knowledge into documents, articles and reports and shares them in the area inherent to the position or function.
- Offers guidance and feedback to others to help them to carry out their duties.

Commitment

Level 1: Understands the impact of his/her work and applies all resources to compliance with organizational objectives.

- Understands how the position or function impacts the achievement of the mission of Scouting.
- Dedicates time in the preparation and support of proposals in the work teams in which he/she participates.
- Shows initiative and willingness to develop it.
- Meets and demands compliance with the processes and regulations in general.
- Spends time on other tasks, even when not required to do so.

Organizational Awareness

Level 1: Is responsible for his/her actions and understands how they affect his/her position or function.

- Understands how the environment and external circumstances influence and impact the performance of his/her position or function.
- Understands how self-performance influences and impacts the way the Organization operates.
- Applies the principles of governance at his/her level.
- Acts accordingly to the standards and complies with the provisions for his/her position or function.
- Uses the appropriate channels of internal communication in the Organization.

Strategic Planning

Level 2: Transforms policies and strategies into concrete plans.

- Formulates operational plans considering the long-term objectives, the plans from his/her immediate superior level. The opinions of the other members of the team and the goals and plans of the Organization.
- Can explain the policies and their changes and has the ability to provide advice based on work plans in the short, medium and long term.
- Verifies that what has been entrusted or instructed has been done, documents the agreed upon goals and objectives.
- Establishes important control points, generates data and information to monitor compliance with the objectives and deadlines.
- Identifies objectives for his/her self and / or for the team and establishes as actions that are included in a concrete plan.

Interpersonal Relationships



Level 3: Evaluate his/her relationship with others and takes actions to strengthen them based on understanding and flexibility

- Uses interpersonal skills as indispensable tools for performance management.
- Demonstrates proactivity when it comes to supporting events that require integrated efforts.
- Defies prejudice and intolerance. Can be critic to ideas but no persons.
- Demonstrates not taking the situations or words of others as personal.
- Sincerely seeks feedback to his/her actions.

Teamwork

Level 1: Promotes the development of the team

- Assumes leadership voluntarily when required, regardless of his/her position.
- Creates an environment to foster teamwork.
- Assigns the deserved credit to team members.
- Helps the integration of new members to the team, providing guidance and necessary information.
- It is properly integrated into team decisions.

Specific Competencies

- Knows, applies and develops issues related to gender equality.
- Understands the HeforShe program and has established his/her personal commitment to this initiative.
- Demonstrates experience in the analysis and development of projects related to gender equality.
- Knows and is committed to the Sustainable Development Goals (SDG), especially with SDG 5.

TERMS AND CONDITIONS

Working method	The volunteer member must be available for meetings and communication online through the communication channels agreed upon by the working group.
Position duration	The volunteer member will work during the period that will end at the next Interamerican Scout Conference or earlier, if the group's objective has been met. It will require the approval of his/her NSO to be part of the group.