



The Bharat Scouts and Guides

Creating Better India

National Headquarters

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To
All the State Secretaries,
State Associations of
The Bharat Scouts and Guides,
INDIAN UNION

Circular No.: 29 / 2022

Date : 15th Feb., 2022



SUB: JOB OPPORTUNITY TO WORK WITH PAX LODGE AT LONDON.

Dear Sir/Madam,

Greetings from the Bharat Scouts and Guides, National Headquarters!

Pax Lodge one of the World Centre of World Association of Girl Guides and Girl Scouts (WAGGGS) located in north London in the United Kingdom which offers Girl Guides and Girl Scouts from around the world a home from home, to learn about other Cultures, International Girl Guiding and Girl Scouting with accommodation, food and conference facilities and many more.

They are looking for dedicated & sincere Girl Guide to work in their team.

Job descriptions are as under:

Job Title	Front of House Coordinator – Pax Lodge
Location	London, NW3
Contract and it's length	Fixed term contract of 2 years
Hours	The World Centre staff team work on a rota schedule, which covers day, evenings and weekends. (Staff might be required to cover night shifts) 35 - 38 hours per week. Shift patterns - 7 a.m. to midnight.
How to apply	Interested candidates can download the recruitment pack and submit your CV via WAGGGS recruitment portal .
Role	Front of House Coordinator to assist the Deputy World Centre Manager. <ol style="list-style-type: none">1. To establish and maintain a friendly and welcoming atmosphere for all guests and visitors.2. Take accountability of the reception.3. Make sure about the accommodation of the guests and visitors.4. Look after the gift shop for the members who visits.5. Look after the dining room and meals served.6. Help in the arrangements of the conferences and events service of the Pax Lodge.

All the State Associations are requested to motivate and recommend the names of eligible candidates on or before **20th February, 2022**.

Thanking you with regards,

Yours in Guiding,



**(DARSHANA PAWASKAR)
JOINT DIRECTOR OF GUIDES
(PROGRAMME AND TRAINING)**

Copy to:-

1. All the NHQ Office Bearers of the Bharat Scouts and Guides, National Headquarters.
2. Chairman/Secretary, Railway Scout and Guide Board, Rail Bhawan, New Delhi.
3. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shahid Jeet Singh Marg, New Delhi - 110016.
4. The Commissioner, Navadaya Vidyalaya Samiti, Institutional Area, B-15, Sector - 62, Noida, Uttar Pradesh – 201309.
5. All the District Secretaries, District Association of Dammam, Riyadh, Muscat and Jamiat Youth Club.
6. All Assistant Director, Bharat Scouts and Guides for follow-up.