



The Bharat Scouts and Guides

Creating-Better India

National Headquarters

Address: Lakshmi Mazumdar Bhawan, 16, M. G. Marg, I. P. Estate, New Delhi-110002

Website :www.bsgindia.org Email Id: info@bsgindia.org

Phones:+91-11-23370126,23378667

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



Circular No.: 123 /2022

Date : 13th July, 2022

SUB: Short term Volunteers position required as Graphic Designs and Data Analyst by WAGGGS.

Sir/Madam,

WAGGGS is currently conducting consultation activities on STEM to collect views and evidence from Member Organisations (countries) and girls and young women about the topic. The data collected will be used to inform WAGGGS in shaping a global STEM offer for our members. There will be two global virtual events to launch the report of the consultations in late October and early November. A copy of the consultation report will also be sent to all Member Organisations.

By taking part in this volunteer role, you will be contributing your expertise and skills to help WAGGGS produce:

- Strong and comprehensive report highlighting the voices of Member Organisations, girls and young women on the topic of STEM which will then be used by WAGGGS for decision making on programmes as well as presenting to stakeholders for partnership and funding opportunities.
- Present the data collected into cool, exciting and inspiring graphics to be shared in social media, future presentations, position statements and reports.

There are two types of roles available as below:

Role 1: Data Analysis and Visualisation **Number of volunteers: 6**

Duration of service: 15th August to 15th October 2022

Responsibilities:

Analyse data collected from the two consultations on STEM conducted by WAGGGS. This includes data cleansing for spurious inputs and errors.

- Prepare written and graphic presentation/data visualisation of the analysed data to feed into the report of the two consultations.
- Advise the team on significant data which can be presented as info graphics or for social media so the graphic design team can design graphics accordingly. This would include interesting qualitative comments or anecdotes to support WAGGGS in work related to marketing, communications, funding proposals, position papers and reports in the future.
- You may not necessarily need to know how to make graphs or charts with graphic design software, but more of identifying how to present the data in graphs, charts or

info graphics, so the graphic design team can turn them into exciting and inspiring graphics. Not all members of this team need to have strengths both in data analytics and data visualisation. We will select team members based on availability of skills and expertise that fit the needs of the team.

Commitment: The team can decide the way of work and time dedicated to the analysis and report preparation. The team can start with analysing the data from the Member Organisation STEM Survey which would have finished collection by the time the team is on board. The full data for the girls and young women consultation will be available from 12 September, and full analysis needs to be completed by 26 September to allow for translations and graphic designs.

Requirements for the role:

- Have experience, knowledge and skills in research or data analysis/data analytics, report preparation and data visualisation.
- Must be able to work in English. Language abilities in Arabic, French and Spanish are desirable, as some data come in these languages, but we can always engage translators to support. Translators will be engaged to support translations of the report and data presentation.

Application for the role:

1. These roles are only open to members already in the WAGGGS Volunteer Pool. However, applicants can indicate whether they have own team to support the work, and they may be accepted into the team should there be not enough applicants to the role.
2. Complete the application form <https://forms.office.com/r/4Nxy9bzAD7> by 26 July 2022 (Tuesday)
3. Selection will be completed by 29 July 2022. Member Organisations of the selected volunteers will be informed and given two weeks to respond if they have any objections to the volunteers' participation in this project.
4. Formal on boarding: 15 August 2022. We would like to invite successful applicants to an on boarding call on 15 August 2022 (Monday), 2pm British Summer Time.

Role 2: Graphic Designs **Number of volunteers: 2**

Duration of service: 1st September to 13th November 2022

Responsibilities:

- Prepare designs for the report, info graphics and social media in graphic and possibly video formats.
- Prepare communication assets for two virtual events for launching the consultation report (currently scheduled for end of October and early November).

Commitment: The team can decide the way of work and time dedicated to designing the assets. More time may be required between the period of 26 September to 6 November (time between the full completion of the reports, data presentation and the two virtual events)

Requirements for the role:

- Have experience and skills in graphic designs.
- Skills in video editing may be helpful but not a requirement for selection.
- Must be able to work in English. Language abilities in Arabic, French and Spanish are desirable, as graphics will be in all these languages, but there will be translators engaged to provide translations of all the text in these assets.
- Designs need to adhere to the brand guidelines which will be provided upon on boarding to the role.

Application for the roles:

1. These roles are only open to members already in the WAGGGS Volunteer Pool.
2. Complete the application form <https://forms.office.com/r/5c6EDbk9Mh> by 31 July 2022 (Sunday)
3. Selection will be completed by 5 August 2022. Member Organisations of the selected volunteers will be informed and given two weeks to respond if they have any objections to the volunteers' participation in this project.
4. Formal on boarding: 1 September 2022. We would like to invite successful applicants to an on boarding call on 1 September 2022 (Thursday), 2pm British Summer Time.

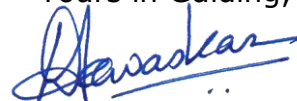
Certificate of Appreciation

We will be providing certificate of appreciation to all volunteers engaged in this project.

State Associations are requested to encourage members to apply for the volunteer opportunity. For more information, please contact Grace at Grace.Tam@waggggs.org

With profound regards,

Yours in Guiding,



(DARSHANA PAWASKAR)
JOINT DIRECTOR OF GUIDES (PROG. & TRG.)
JOINT DIRECTOR SUPPORT SERVICE

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, Novadaya 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 and Sea Scout/Guide Auxiliary Unit with a request to take necessary action.