

## Asia Pacific Region Call for the Asia Pacific Regional Sub Committee Volunteers 2023-2025

### 1. FAPW Manual Review Working Group Members (2)

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
Review and understand the Friends of Asia Pacific WAGGGS operational manual and project guidelines; consult with the AP Committee, FAPW Working Group and MOs to seek suggestions for the review of the manual and guidelines based on the impact created and past and present need; propose improved manual and project guidelines to ensure that fund is utilized properly in the region to create optimal impact.	<ul style="list-style-type: none"> <li>- Strong analytical and critical thinking skills and ability to synthesize and interpret information</li> <li>- Knowledge on Project Management (Planning, executing, monitoring, and reporting)</li> <li>- Good command over written and spoken English</li> <li>- Record keeping, monitoring, and reporting skills</li> <li>- Understanding of the AP Region including the FAPW Working Group</li> <li>- Communication and Negotiation skills</li> <li>- Experience of working with AP Region and FAPW Working Group</li> </ul>	2-6 hours per week	January – December 2023	Regional Committee and Coordinator, Member Organisations, FAPW with reporting line to Committee FAPW Liaison

## 2. Capacity Building Sub Committee (6)

### 2.1 Pacific MOs Support (1)

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
Support Pacific and Associate MOs to complete their Capacity Assessment Tools and priority setting based on the assessment. Coordinate with the Region and Capacity Building Team to procure and provide the required support throughout the capacity building process. Where applicable, support Associate MOs to become full members.	<ul style="list-style-type: none"> <li>- Able to work in a diverse environment</li> <li>- Understanding of the AP region &amp; Pacific MOs</li> <li>- Believe anyone can learn &amp; develop</li> <li>- Coaching and Facilitation skills</li> <li>- Understanding of the Capacity Assessment Tool and its application at MOs level</li> <li>- Team player and can communicate to people according to context</li> <li>- Comfortable to support MOs virtually</li> </ul>	2-3 hours per week	January 2023 – December 2025 with annual renewal system based on agreement	Pacific MOs Committee Contact, Member Organisations and Capacity Building Team with reporting line to Committee Member responsible for relationship management with Pacific and Associate MOs

## 2.2 Digital Capacity Building Team (3)

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
<p>Work with Member Organisations in the Region to increase their capacity to engage online using digital tools. This may 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.</p>	<ul style="list-style-type: none"> <li>-Able to work in a diverse environment</li> <li>-Have an understanding of AP Region</li> <li>-Believe anyone can learn how to use modern digital tools.</li> <li>-Good understanding of digital platforms 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.</li> <li>-Consider accessibility in the digital world and can look for solutions to stay connected virtually in partnership with MO representatives.</li> </ul>	<p>2-3 hours per week</p>	<p>January 2023 - December 2025 with annual renewal system based on agreement</p>	<p>Member Organisations and WAGGGS Volunteers with reporting line to Committee Lead for Capacity Building</p>

## 2.3 Language and Inclusion Support Team (3)

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
<p>Work with the Regional Committee to implement the Language and Inclusion Working Group suggestions to make regional initiatives and events more inclusive and diverse in terms of reaching out to members speaking other language than English that mainly includes advocating within WAGGGS to implement the findings of the previous committee and implementing at least one way to make virtual events and initiatives inclusive in terms of language. If possible, pilot conducting multi language regional event via support of translators.</p>	<ul style="list-style-type: none"> <li>-Able to work in a diverse environment</li> <li>-Have an understanding of the AP Region and its complexity in relation to language and accessibility</li> <li>-Familiar with digital tools to enhance the inclusion and accessibility in term of diversity in language. E.g: Zoom Captioning and translations</li> <li>- Creative and critical thinker to come up with simple solutions for complex problem</li> <li>-</li> </ul>	<p>2-3 hours per week</p>	<p>January 2023- December 2025 with annual renewal system based on agreement</p>	<p>Regional Committee and Coordinator, Regional and Global Volunteers, Member Organisations, with reporting line to Committee Lead for Capacity Building</p>

### 3. Volunteer Management Sub Committee (5)

#### 3.1 Volunteer Coordinators (2)

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 regional plan in collaboration with the committee.</p> <p>Support in the administration related to volunteer management, play a role in delivering the volunteers' related events and conduct annual survey to rate volunteer experience for future improvement.</p>	<ul style="list-style-type: none"> <li>-Willingness to learn WAGGGS policies and procedures that apply to volunteers and the WAGGGS volunteer's engagement framework.</li> <li>-Familiar with the WAGGG's volunteer management toolkit.</li> <li>- Ideally previous experience in HR management or volunteers' management.</li> <li>-Good communicator and a team player.</li> <li>-Experience in running on-line parties, get together, ceremonies and learning events.</li> <li>-Understand all the technicalities and the administration to have an engaging digital event</li> <li>-Team player</li> <li>- Understanding of diversity of the region</li> </ul>	<p>4-6 hours per week</p>	<p>January 2023 - August 2025 with annual renewal system based on agreement</p>	<p>Regional Committee and Coordinator, Regional Volunteers, Core Mission Team for Volunteer Engagement with reporting line to Committee Lead for Volunteer Management.</p>

### 3.2 Motion 7 Implementation Working Group (3)

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
<p>Understand the Motion 7 approved at the 14<sup>th</sup> Asia Pacific Regional Conference, consult with MOs and Global team to find the best approach to implement the recommendations made by the motion, provide appropriate framework to the Regional Committee for approval and implementation, support the Committee in implementation of the approach once approved and report the outcomes during the 15<sup>th</sup> Asia Pacific Regional Conference.</p> <p><b>Exact Motions Text for Reference:</b> Explore solutions to create and sustain a rewarding volunteer experience by investigating relevant challenges and incentive. In response to Theme 2, Objective 3 of the Asia Pacific Triennial Action Plan 2023-2025, the Asia Pacific Regional Conference recommends the Regional Committee to investigate to have better understanding and be able to achieve this objective. The investigation should:</p>	<ul style="list-style-type: none"> <li>- Good understanding of governance with previous experience within MO or WAGGGS</li> <li>- High level communication skills</li> <li>- Experience speaking out to influential decision makers</li> <li>- A good understanding and knowledge of Asia Pacific Region</li> <li>-Willingness to learn WAGGGS policies and procedures that apply to volunteers and the WAGGGS volunteer's engagement framework.</li> <li>-Know about the WAGGG's volunteer management toolkit.</li> <li>- Ideally previous experience in HR</li> </ul>	<p>3 hours per week</p>	<p>January - December 2023</p>	<p>Regional Committee and Coordinator, Regional Volunteers, Core Mission Team for Volunteer Engagement with reporting line to the Committee Lead for Volunteer Management</p>

<p>a. identify possible barriers and challenges related to volunteer sustainability and diversity; and b. identify incentives and motivations of Asia Pacific's Girl Guiding and Girl Scouting members when engaging in regional supporting roles; and c. identify suitable solutions to minimise barriers and challenges, ensure continuity and sustainability of volunteers, and create rewarding volunteer experiences</p>	<p>management or volunteers' - Ability to work virtually</p>			
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#### 4. Young Women in Governance Sub Committee (3)

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
<p>Formation and management of AP Young Women in Governance Network that comprises of Young Women who currently holds governance roles in MOs and aspires to hold one in future at MOs and WAGGGS level. The management of network will involve coming with creative ways</p>	<ul style="list-style-type: none"> <li>- Good understanding of governance and experience within a Member Organisation or WAGGGS</li> <li>- A good understanding of Motion 32</li> <li>- Demonstrable interest in youth participation and leadership</li> </ul>	<p>2-3 hours per week</p> <p>Workload might increase in the context of planned events</p>	<p>March 2023 - December 2025 with annual renewal system based on agreement</p>	<p>Member Organisations, WAGGGS Global Team, Asia Pacific Young Women in Governance Network and Capacity Building Volunteers with</p>

<p>to scope the needs of the group and plan an executive fit for the purpose of capacity building support to enhance their leadership skills. Deliver a campaign to increase young women nomination for governance level positions and work with MOs in the Region to increase their capacity to engage young women in governance.</p>	<ul style="list-style-type: none"> <li>- Good Communication skills - Acts according to the WAGGGS values and commitment to developing personal leadership practice according to the WAGGGS leadership model</li> <li>- Experience designing and facilitating workshops for diverse groups of adults, using the Girl Guide and Girl Scout educational method</li> </ul>			<p>reporting line to the Regional Chair</p>
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## 5. Communications Sub Committee (6)

### 5.1 Communications and Engagement Manager (1)

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
<p>Lead the team of Communications and Engagement Officers to plan and prepare social media posts for events, campaigns, festivals and members' stories and formulate and implement engagement plan for reaching out more members and stakeholders</p>	<ul style="list-style-type: none"> <li>- Social media management of Facebook, Instagram, Twitter and YouTube</li> <li>- Copywriting skills and experience</li> <li>- Canva or photo treatment or other visual design software skills</li> <li>- Basic video editing knowledge (e.g. iMovie)</li> <li>- Social media engagement campaign experience</li> <li>- People Management skills</li> </ul>	<p>4 hours per week</p>	<p>January 2023 – December 2025 with annual renewal system based on agreement</p>	<p>Regional Committee and Coordinator, Regional Volunteers, WAGGGS Global Team with reporting line to Committee Lead for Communications</p>



## 5.2 Communications and Engagement Officers (4)

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
Plan and prepare social media posts for events, campaigns, festivals and members' stories, and formulate and implement engagement plan for reaching out more members and stakeholders	<ul style="list-style-type: none"> <li>- Social media management of Facebook, Instagram, Twitter and YouTube</li> <li>- Copywriting skills and experience</li> <li>- Canva or photo editing or other visual design software skills</li> <li>- Basic video editing knowledge (e.g. iMovie)</li> <li>- Social media engagement campaign experience</li> </ul>	3 hours per week	January 2023 – December 2025 with annual renewal system based on agreement	Regional Committee and Coordinator, Regional Volunteers, with reporting line to Committee Lead for Communications

## 5.3 Campfire Activist (1)

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
Manage Asia Pacific Space on Campfire by supporting in creating and managing the contents, events and Communities and promote it to AP MOs	<ul style="list-style-type: none"> <li>- Knowledge of social media community management platform or website management experience</li> <li>- Social media forum and event management skills and experience</li> </ul>	3 hours per week	January 2023 - December 2025 with annual renewal	Regional Committee and Coordinator, Regional Volunteers, WAGGGS Global Team with reporting

	<ul style="list-style-type: none"> <li>- Basic copywriting and visual design skills</li> <li>- Social media management skills</li> </ul>		system based on agreement	line to Committee Lead for Communications
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### 6. Events Management Sub Committee (3)

Role Description	Skills and Desired Experiences	Expected Working Hours	Term of Contracts	Working Relationships
Provide planning, administrative, and operational support to various key players of the region (committee, volunteers, FAPW, etc) to deliver engaging and informative virtual and physical events throughout the triennium including the Regional Conference in 2025.	<ul style="list-style-type: none"> <li>- Event Management skill</li> <li>- Team player</li> <li>- Good knowledge of Microsoft Office and digital platform to hold events</li> <li>- Good command over written and spoken English</li> <li>- Understanding of diversity of the region</li> <li>- Ability to work virtually</li> </ul>	<p>4-6 hours per week in average</p> <p>Workload might increase or decrease in context of planned events</p>	January 2023 - December 2025 with annual renewal system based on agreement	Regional Committee and Coordinator, Regional Volunteers, WAGGGS Global Team, Member Organisations and FAPW with reporting line to the Committee member leading the event