



Roverway is an international Guides and Scouts camp for Rovers (aged 16 to 22) from all over Europe. The camp typically consists of two parts: the Paths, where the participants explore Switzerland in smaller groups of around 70 people, and a main camp. The last Roverway took place in Norway in 2024 and lasted eleven days. Approximately 5500 Guides and Scouts participated. The next Roverway is scheduled to take place in Switzerland in 2028. That is why we are looking for a:

## Crew Knowledge Coordinator

Good internal communication and sustainable knowledge management are essential for the collaboration of a large team. As a Crew Knowledge Coordinator, you not only coordinate internal communication within the RoWay Crew and ensure that everyone receives the most important updates and information, but also maintain an overview of the RoWay Crew structure to ensure that WOSM and WAGGGS guidelines and requirements are taken into account. Furthermore, you also maintain and organise documentation, processes, templates and lessons learned, helping to preserve knowledge and support the continuous development of the project.

You are part of the "Crew Experience" Department within the People Division.

What you can expect:

- A monthly meeting with your division
- Approx. 4h of volunteer work per week
- The opportunity to contribute your expertise and develop your skills
- Collaboration with international contacts (including within your division crew)
- Expansion of your network at the national and international levels
- Helping to create an international Guiding and Scouting experience for approx. 5000 participants and approx. 1000 volunteers

What you bring to table:

- Time, enthusiasms, and motivation for a multi-year commitment
- A drive to create and contribute
- Experience in internal communication, documentation, knowledge management or project organisation is an asset
- Interest in sustainable documentation and knowledge sharing
- Ability to maintain an overview of a project
- Good English skills and/or proficiency in another national language

What we need from you:

- Your resume (including your Guiding and Scouting career as well as on Guiding and Scouting reference)
- A short letter of motivation answering the following questions (an email is sufficient)
- What interests you about this project?
- Why are you the right person for this division?

Do you still have questions?

Feel free to contact us if anything is unclear, if you have any questions, or if you'd just like to have a casual conversation without any obligation. We look forward to hearing from you and learning about your ideas.





*Division Lead People*

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