



Information Pack for the role of:

National Scout Centre Programme & Operations Officer

Scouting Ireland, National Office, Larch Hill, Dublin D16 P023

September 2026



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Scouting Ireland

Scouting Ireland is a registered charity and was founded in 2003 after the membership of Scouting Ireland (CSI) and Scouting Ireland (SAI) voted in favour of forming a single, all-Ireland Scout association. Previous to this, Scouting had been operating in Ireland since 1908.

The aim of Scouting Ireland is to encourage the Social, Physical, Intellectual, Character, Emotional and Spiritual development of young people so that they may achieve their full potential and, as responsible citizens, to improve society.

Scouting Ireland achieves its aim through a system of progressive self-education, known as the Scout Method, the principal elements of which are:

- Voluntary membership of a group which, guided by adults, is increasingly self-governing in its successive age groups.
- Commitment to a code of living as expressed in the Promise & Law, the meaning of which is expanded as the member grows towards maturity.
- The provision of a wide range of attractive, constructive and challenging activities, including opportunities for adventure and exploration both indoors and outdoors.
- The provision of opportunities for leadership and responsibility.
- Learning by doing.
- Encouragement of activity in small groups.
- An award scheme, which encourages participation in its full range of activities and provides recognition of individual and group achievements.
- Symbolic Framework.

We operate in over 500 communities across the thirty-two counties of Ireland and are supported by a staff of thirty-two professionals working in a variety of areas.

Details of the Scouting Ireland programme, governance structures, recent annual reports etc. can be seen on www.scouts.ie.



Role Profile

Reports to: Centre Manager – Larch Hill	Direct Reports: None
Location: Larch Hill Scout Centre, Dublin 16	Salary: €32,000 - €35,000 p.a.
<u>Overview:</u> The Programme & Operations Officer is responsible for the development, coordination and delivery of programmes and adventurous activities across the National Scout Centres, while providing operational support to ensure consistent and effective service delivery. The role will have particular responsibility for activity delivery, instructor recruitment and coordination, programme development and training, while also supporting the day-to-day operation of Larch Hill alongside the Centre Manager.	
<u>Qualifications /Experience Required</u> <u>Essential</u> • Relevant qualifications and/or proven experience in adventurous/outdoor delivery. • Experience training, mentoring or assessing instructors. • Experience recruiting and coordinating instructors or seasonal staff. • Strong communication and interpersonal skills. • Excellent organisational and programme coordination skills. • Ability to develop and deliver programmes for different customer groups. • Ability to work independently and as part of a team. • Flexibility to work evenings, weekends and seasonal periods. • Willingness to work across the National Scout Centres. • Good IT and administrative skills. <u>Desirable</u> • Experience in Scouting, youth work, outdoor education or adventure centres. • Additional outdoor/adventure qualifications. • Experience working with freelance instructors or volunteers. • Experience delivering programmes to schools, youth groups or large organisations. • Experience coordinating camps, events or large groups.	



Key Responsibilities of this role

The key responsibilities and tasks of this role include but are not limited to the following:

Programme Development & Delivery

- Develop and coordinate programmes and activities across the National Scout Centres.
- Deliver adventurous activities and programmes as required.
- Create activity packages for Scouts, schools, youth organisations and external groups.
- Support the development of new activities and programme opportunities.
- Ensure consistency and quality of programme delivery across centres.
- Support the planning and delivery of large groups, camps and events.

Activity Operations & Instructor Coordination

- Maintain the ability to deliver and train others across the adventurous activities offered by the National Scout Centres.
- Recruit, coordinate and manage freelance activity instructors.
- Manage communication with external programme providers and suppliers
- Identify instructor requirements and source new freelance instructors where required.
- Deliver induction, training and activity briefings to new and existing instructors & volunteer staff.
- Assess instructors & volunteer staff to ensure they have the required skills and competence to deliver activities.
- Coordinate instructor availability and activity staffing across the National Scout Centres.
- Develop and maintain appropriate activity session plans and programme resources.
- Monitor the quality and consistency of activity delivery and identify areas for improvement.
- Keep up to date with developments and best practice within relevant adventurous activities.

Customer & Group Support

- Work with schools, Scout groups and external customers to develop suitable programmes.
- Provide advice on activities and programme options.
- Assist with customer queries and programme requirements.
- Support the development of tailored programmes and activity packages.

Operations

- Provide day-to-day operational support to the Larch Hill Centre Manager.
- Assist with the day-to-day running of the centre and respond flexibly to operational requirements.
- Coordinate long- and short-term volunteers and support their effective deployment.
- Support large events, camps and busy seasonal periods.



- Work closely with professional staff, volunteers and instructors across the National Scout Centres.
- Provide administrative, guest communication and booking support.
- Maintain programme, activity and instructor information.
- Attend relevant meetings and training.
- Work flexible hours, including evenings and weekends, where operational requirements dictate.
- Undertake other reasonable duties assigned by the Larch Hill Centre Manager or National Scout Centres Manager.

Scouting Ireland's Core Behavioural Framework

1. Communication

Definition: Expressing and listening to ideas effectively in individual and group situations (Including nonverbal communication) adjusting language or terminology to the characteristics and needs of the audience.

Behavioural indicators

- Listen actively and respond accordingly.
- Deliver consistent and accurate messages both internal and externally.
- Use the appropriate vocabulary with the appropriate audience.
- Ensure non-verbal communication is appropriate to the audience.
- Ensure all communication is dealt with in a timely, responsible & courteous fashion.

2. Teamwork, flexibility, and partnerships

Definition: Working effectively in varying environments to accomplish the strategy and objectives of Scouting Ireland, taking action that respects the contribution of others, aligning personal objectives to the objectives of the organisation. Identify and take action to building effective internal and external partnerships.

Behavioural indicators

- Collaborate in an open professional and effective way.
- When feasible be willing to assist others to reduce their workload.
- Support colleagues with the completion of jobs when appropriate.
- Be willing to share knowledge, skills and experience when appropriate.
- Be prepared to take on new tasks as required or needed.
- Develop and invest in internal and external partnerships.

3. Member Focus

Definition: Making the members and their needs a primary focus of one's actions; Developing and sustaining productive member relationships



Behavioural indicators

- Be always friendly courteous and helpful.
- Always behave in a professional way when dealing with members.
- Consider members' opinions in the context of the organisation.
- Be aware the constraints that a member may have as they are volunteers.
- Treat members professionally and consistently.
- Understand the balance and sensitivity between advisory and directive support.

4. Initiative & Delivery

Definition: Taking prompt action to accomplish objectives making active attempts to influence events to achieve goals self-starting rather than accepting passively, taking action to achieve goals beyond what is required, deliver on commitments, take ownership of role tasks and areas of responsibility.

Behavioural indicators:

- Deliver your assigned tasks within the assigned time.
- Explore new and more efficient ways of completing tasks.
- Be prepared to suggest and take ownership of new initiatives.
- Deliver on your initiatives with close attention to detail.



Summary of Employment Terms and Conditions

Scouting Ireland offers a range of tangible and intangible working benefits.

- This role is a full-time position with an initial duration contract of twelve months. There may be an option to extend the contract subject to performance, funding, and agreement by both parties.
- Contractual hours of work are thirty-five (35) hours per week, worked over five days, Monday to Sunday. However, additional time may be required for the effective performance of the role for which there will be no additional remuneration. The successful candidate must be willing to work during the evenings and on weekends, when necessary, for which reasonable time off in lieu may be given. Attendance at events and conferences may be required.
- The holiday entitlement is 20 days per annum, plus public holidays.
- Scouting Ireland has an Employee Assistance Programme.

The offer of appointment will be subject to:

- Two satisfactory references.
- Successfully completing Garda Vetting/Access NI checks.
- Verification of relevant qualifications.
- Not take on any other role in a voluntary or professional capacity that may lead to a conflict of interest with their employment.
- Successfully completing medical examination to be carried out by a medical practitioner (at Scouting Ireland Services expense).
- Satisfactory completion of the probation period (6 months).
- Where required, evidence of eligibility to live and work in Ireland.
- You are required to own or have the use of a car.



How to Apply

Applications should be submitted [ONLINE HERE](#) no later than **09:00 on Friday, 18th September** and must include:

- An up-to-date curriculum vitae.
- Write a cover letter outlining your suitability for the role, relating your skills, knowledge, and experience to the requirements of the role profile. Your interest and motivation in applying for this role should also be outlined.
- Contact information of at least two people who can provide employment references.

Applications **MUST** be submitted online through the defined process. No other applications will be considered.

Interviews will be carried out week commencing 28th September 2026.

Note: Scouting Ireland is committed to making appointments on merit by a fair and open process, taking due account of equality and diversity. Selection will be carried out in a manner consistent with Scouting Ireland's Human Resources Policy. Canvassing will result in immediate disqualification.

Further Information

If you require further information about this role and want to arrange a confidential conversation, please contact the National Scout Centres' Manager, Sonya Byrne on sbyrne@scouts.ie.