

	Gasóga na hÉireann / Scouting Ireland			
	No. PSD-TOR-P02	Issued August 2026	Amended	Next Review Date July 2029
	Category: Programme Services Department – Open Call			
	Terms of Reference – Venture Sword Team Lead			

Related Documents

Revision Schedule		
Revision	Date	Description
1	August 2026	Initial Release

⚠ ADULT VOLUNTEER ROLE — Open to persons aged 18+ only. All appointees must hold valid Garda Vetting / Access NI clearance per Scouting Ireland's Child Safeguarding Policy.

Role Overview

The purpose of this role is to lead, support, and coordinate Venture Sword, ensuring the safe, effective, and high-quality delivery of this Scouting Ireland national event for Venture Scouts. The role provides leadership to the event team, supports volunteers in delivering an engaging and memorable participant experience, and ensures the event contributes positively to the mission, values, and strategic priorities of Scouting Ireland.

About the Team / Project / Event

Venture Sword is Scouting Ireland's national campcraft competition for Venture Scouts. The event provides Venture Scout crews from across the country with the opportunity to demonstrate and develop their Scouting skills through a challenging and enjoyable programme, with teams assessed across numerous areas during the event.

The Venture Sword Project Team is responsible for the planning, coordination and delivery of the event, ensuring a safe, challenging and memorable experience that reflects the values and educational objectives of Scouting Ireland.

Accountability & Support

The Venture Sword Team Lead is accountable to and supported by both the National Venture Section Team Lead and the National Events Team Lead.

The role holder will be supported through regular communication, guidance, feedback, and access to relevant training and development opportunities.

The role holder works closely with the National Programme Team, Venture Section Team, staff and volunteers to ensure the successful planning and delivery of Venture Sword.

Commitment

Term of Appointment

- Three-year appointment
- Maximum consecutive term six years

Meetings & Events

The role holder is expected to attend meetings as required, event delivery activities, and to complete agreed actions and responsibilities between meetings to support the successful delivery of the event.

Stepping Down

Where responsibilities are consistently unmet, the role will be reviewed, and the individual may be asked to step down following an initial discussion. An individual may also voluntarily step down at any time with reasonable notice to allow for an orderly handover and continuity of event planning.

Key Responsibilities

The Venture Sword Team Lead is responsible for the effective planning, coordination and delivery of Venture Challenge, ensuring a safe, challenging and high-quality experience for all participants.

- Lead and coordinate the Venture Sword staff team.
- Foster a positive, inclusive and collaborative team environment.
- Develop and oversee the event plan, timeline, budget, risk assessment and key deliverables.
- Ensure the event is delivered safely and in accordance with Scouting Ireland policies and procedures.
- Work collaboratively with the young people, volunteers, staff, and external stakeholders.
- Coordinate event logistics, resources, communications and participant support.
- Support and develop volunteers through delegation, mentoring and effective leadership.
- Represent Venture Sword at meetings, events and relevant working groups as required.
- Maintain appropriate records, reports and documentation, including post-event reviews and recommendations.

Person Specification - Essential

Experience & Knowledge

- Experience leading or coordinating events, projects, teams, or volunteers.
- Good understanding of Scouting Ireland, the Scout Method, and the Venture Scout Section.
- Experience planning, organising, or delivering events.
- Wood Badge holder, or willing to complete Wood Badge training within an agreed timeframe.
- Overnights training completed or willing to complete prior to the event.

Skills & Abilities

- Strong leadership and teamwork skills.
- Effective communication and relationship-building skills.
- Strong planning, organisation, and time-management abilities.
- Ability to coordinate multiple workstreams and volunteers simultaneously.
- Sound judgement, problem-solving, and decision-making skills.

Personal Attributes

- Commitment to the values, mission, and objectives of Scouting Ireland.
- Demonstrates integrity, accountability, and reliability.
- Positive, inclusive, and collaborative approach to leadership.
- Resilient and adaptable when responding to challenges.
- Willingness to learn, develop, and support the development of others.

Person Specification - Desirable

- Previous experience with Venture Sword or another national Scouting event.
- Knowledge of event planning, logistics, or risk management.
- Relevant qualifications or training in leadership, event management, outdoor activities, or youth work.

Support & Development

Scouting Ireland is committed to supporting volunteers in their role.

The Venture Sword Team Lead will receive:

- A Letter of Appointment.
- Role-specific induction and onboarding.
- Access to training and development opportunities.
- Support from the relevant manager and team.
- Reimbursement of approved expenses in accordance with Scouting Ireland policy.
- Regular reviews through the Mutual Agreement and Review process.

Safeguarding & Eligibility Requirements

Applicants must:

- Be a current member of Scouting Ireland.
- Meet the minimum age requirement for the role.
- Hold valid Garda Vetting / Access NI clearance.
- Complete required safeguarding training.
- Adhere to Scouting Ireland's Code of Conduct and all relevant policies.

How to Apply

- Submit via the Scouting Ireland Online Application Form.
 - Demonstrate clearly how you meet the essential and desirable criteria.
 - Garda Vetting / Access NI clearance required prior to application.
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