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|  | <b>Gasóga na hÉireann / Scouting Ireland</b>               |               |                |                         |
|                                                                                   | <b>No.</b><br>PSD-TOR-S01                                  | <b>Issued</b> | <b>Amended</b> | <b>Next Review Date</b> |
|                                                                                   | <b>Category: Programme Services Department – Open Call</b> |               |                |                         |
|                                                                                   | <b>Terms of Reference – Scout Team Member</b>              |               |                |                         |

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| <b>Related Documents</b> |
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| Revision Schedule |      |                 |
|-------------------|------|-----------------|
| Revision          | Date | Description     |
| 1                 |      | Initial Release |
|                   |      |                 |

### **Role Overview**

The purpose of this role is to support the work of the Scout Team, contributing to the development, delivery, and continuous improvement of the Scout Section Programme. Team members work collaboratively with other volunteers to deliver agreed objectives, support programme initiatives, and contribute positively to the mission, values, and strategic priorities of Scouting Ireland.

### **About the Team**

The Scout Team supports the delivery and ongoing development of the Scout Section Programme across Scouting Ireland, working to ensure Scouts and Scouters have access to engaging, relevant, and high-quality programme experiences.

The team's work contributes to the delivery of Scouting Ireland's Strategic Plan through youth empowerment, programme innovation, volunteer support, and the creation of opportunities that enhance the Scout experience across the country.

### **Accountability & Support**

The Scout Team Member is accountable to and supported by the Scout Team Lead and is responsible for contributing to the objectives and work of the Scout Team.

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 Scout Team Lead, other Scout Team Members, the Programme Team, and volunteers across Scouting Ireland to support collaboration, share knowledge and resources, and contribute to the successful delivery of the Scout Section Programme.

### **Commitment**

#### **Term of Appointment**

- Three-year appointment
- Maximum consecutive term six years

#### **Meetings & Events**

The role holder is expected to attend team meetings as required, participate in relevant national events and activities, and complete agreed actions and responsibilities between meetings to support the effective delivery of the team's objectives.

#### **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 an orderly transition.

### **Key Responsibilities**

The **Scout Team Member** is responsible for supporting the effective delivery and development of the Scout Section Programme and contributing to the work of the Scout Team.

- Contribute actively to the work and objectives of the Scout Team.
- Support the development and review of programme resources, tools, and guidance materials.
- Assist in responding to programme support requests from volunteers and Scout Groups.
- Contribute to the delivery of national projects, events, and initiatives relevant to the Scout Section.
- Work collaboratively with team members, volunteers, staff, and other stakeholders.
- Share ideas, knowledge, and good practice to support the ongoing development of the Scout Section Programme.
- Support the communication and promotion of resources, opportunities, and initiatives to members.
- Attend team meetings and contribute to agreed workstreams and actions.
- Ensure all activities are conducted in accordance with Scouting Ireland policies, procedures, and safeguarding requirements.
- Maintain appropriate records, reports, and documentation as required.

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## **Person Specification - Essential**

### **Experience & Knowledge**

- An interest in the development and delivery of the Scout Section Programme.
- Good understanding of Scouting Ireland, the Scout Method, and the Scout Section.
- Experience participating in Scouting, youth leadership, volunteering, or team-based activities.
- Willingness to learn and contribute to the work of the Scout Team.

### **Skills & Abilities**

- Ability to work effectively as part of a team.
- Good communication and interpersonal skills.
- Ability to organise and complete agreed tasks.
- Willingness to contribute ideas and support team initiatives.
- Problem-solving skills and a positive approach to challenges.

### **Personal Attributes**

- Commitment to the values and purpose of Scouting Ireland.
- Reliable and accountable in fulfilling agreed responsibilities.
- Positive, inclusive, and respectful approach to working with others.
- Open to feedback, learning, and personal development.
- Enthusiastic about supporting young people's growth through Scouting.

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## **Person Specification - Desirable**

- Previous experience within the Scout Section.
- Experience participating in a county, provincial, national, or international Scouting initiative.
- Experience contributing to a team, project, event, or youth leadership group.
- Experience developing resources, activities, or programme ideas.
- Relevant training, qualifications, or experience that would support the work of the Scout Team.

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## **Support & Development**

Scouting Ireland is committed to supporting volunteers in their role.

Role holders 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.

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## **Safeguarding & Eligibility Requirements**

Applicants must:

- Be a current member of Scouting Ireland.
- Hold valid Garda Vetting / Access NI clearance where applicable.
- Complete required safeguarding training where applicable.
- Adhere to Scouting Ireland's Code of Conduct and all relevant policies.

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## **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.
- If you are under 18 years of age, please discuss your application with a parent/guardian before applying to ensure they are aware of the commitment involved in the role.