

Programme Manager - Scouting Ireland

Full Time, 3 Year Fixed Term Contract

Hybrid working (requirement to travel occasionally to meet with volunteers and training participants)

Purpose

The focus of the Programme Support Service Department is the support of volunteers to deliver a quality scouting experience to young people across all our age ranges (6 - 25 years of age). It is also responsible for maintaining delivery of the current programme, developing new initiatives, handbooks, and resources, and ensuring that training and other support mechanisms reflect the core aim and strategies of Scouting Ireland and the World Organisation of Scout Movement, of which Scouting Ireland is a member– the development of young people.

Key Responsibilities:

The responsibilities include, but are not limited to, the following:

- A clear focus on the development of young people.
- A deep understanding of Scouting, The WHY, HOW and WHAT, its value systems, mechanisms, and ways of delivering the programme to young people.
- An ability to work with a wide array of professional and volunteer teams in both a support and management framework.
- Excellent communication skills and the ability to facilitate and train volunteers and professional team members.
- A high-level capability to write and create handbooks, programme resources and associated web-based information platforms.
- Project management skills and expertise, with the ability to manage multiple projects with varying themes – events, programme initiatives, training projects and grant-based initiatives.
- Extensive computer skills beyond basic Microsoft capabilities.
- Leadership skills and abilities that can motivate professional and volunteer project teams and move the organisation forward so that it remains constantly relevant to young people and attractive to adult volunteers who wish to work with and facilitate the desires, dreams and expectations of young people.
- Management and strategic understanding and insights as part of a senior management team. The role may require the Programme Support Service Manager to deputise for the CEO if required.
- The key working environment of the work of Scouting rests in non-formal educational situations, which reflect an experiential model.
- The Scout Method, Scout Law and Promise, its value systems, aims and objectives underly all aspects of our work with young people.

- The methodology places young people as the key component supported and facilitated by adults. Volunteers are the key to this method; their enthusiasm and passion enable Scouting to work effectively locally.
- The professional team reflect the same passion for working with and facilitating the development of young people. They need to be able to relate to young people of all ages, have good communication skills and understand the world of young people, their dreams, expectations, and concerns.
- These are then captured in creative, vibrant, and exciting programmes that allow young people to enjoy their Scouting with friends while learning valuable life skills in a fun-based framework.

Reporting

- To provide such reports (written or otherwise) as required by the organisation.

General

- Represent Scouting Ireland on committees involving other voluntary/statutory agencies.
- Develop a close working relationship with other Youth organisations, including Girl
- Guiding, NYCI and other uniformed Organisations.
- Any other reasonable tasks assigned to them by the CEO
- Undergo such training as may be required (internal & external).
- To carry out other duties as may be required of you from time to time.

Essential Requirements

- Third-level qualification(s) or additional courses and certifications that can relate to and reflect the skill sets and attributes of the position:
Youth work practice.
Education in non-formal situations.
Project management
Design and Creativity
Writing
Management
- An ambitious self-starter with a proven record of focus on results.
- Exceptional oral and written communication skills.
- Demonstrable ability to relate to people from diverse backgrounds.
- Excellent meeting, project management and people skills.
- Positive and energetic attitude.
- Attention to detail.
- Ability to use standard computer software for word processing, spreadsheets, databases
- Sound judgement and a strategic mindset.
- High motivation, positive disposition, and flexible attitude in response to organisational change and development.
- An ability to deal confidentially with sensitive material.

Desirable:

- A natural and enthusiastic networker
- A strong understanding of Scouting Ireland's methods, ethos and aims.

Applications must be submitted by Sunday, 29th January 2023 and must include a cover letter & CV. Applications should be submitted to the following link - [Please Click Here](#)

Interviews will be held on the week commencing the 6th of February 2023