

	<b>Gasóga na hÉireann / Scouting Ireland</b>			
	<b>No.</b>	<b>Issued</b> TBD	<b>Amended</b>	<b>Next Review Date</b>
	<b>Category:</b>			
	ToR Beaver Team Lead			

<b>Related Documents</b>

<b>Revision Schedule</b>		
<b>Revision</b>	<b>Date</b>	<b>Description</b>
1	TBD	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.**

## Description

The Team Lead for Beaver Scouts Section coordinates the Beaver Scouts section support team, serving as the primary point of contact internally within the Programme Team and externally for membership support and queries. This is a volunteer leadership role carrying significant responsibility for the quality of the Beaver Scout programme across Scouting Ireland.

## Tenure

**Initial term:** 3 years from date of confirmation of appointment.

**Extension:** Subject to satisfactory performance review and Core Team approval, the term may be extended. Total cumulative tenure shall not exceed 6 years.

**Handover:** A structured debrief and handover process will take place at the conclusion of any term to ensure continuity.

## Eligibility

- Aged 18 or over at date of application.
- Current Scouting Ireland member, or willing to register prior to appointment.
- Valid Garda Vetting / Access NI clearance held
- Willing to adhere to Scouting Ireland Code of Conduct and all relevant policies.
- Relevant adult leadership experience in the Beaver Scout section or equivalent programme work.

## Accountability & Support

The Team Lead is accountable to and supported by the Programme Team, must adhere to the Project Team Code of Conduct, and will receive a Letter of Appointment. Approved expenses are reimbursed per the Scouting Ireland Financial Handbook.

Role-specific training is provided before commencement, with ongoing support from the Programme Manager. A debrief will take place at term conclusion to shape future teams.

## Person Specification — Essential (E) & Desirable (D)

### Experience & Knowledge

Criteria	E	D
Scouter experience in the Scouting Ireland Beaver Scout section or equivalent youth programme	✓	
Understanding of the Scouting Ireland programme framework and youth-led ethos	✓	
Experience in a team leadership, building or coordination role (voluntary or professional)	✓	
Knowledge of Scouting Ireland policies, procedures, and governance structures		★
Experience developing volunteer support resources, materials, or training		★
Woodbadge training complete or in progress	✓	

### Skills & Abilities

Criteria	E	D
Strong organisational and planning skills with ability to meet deadlines	✓	
Clear and effective communication with a range of stakeholders	✓	
Ability to work collaboratively as part of a team, and independently	✓	
Demonstrated ability to build, motivate, and support a volunteer team to deliver agreed priorities in a positive and respectful team culture.	✓	
Proficiency with online communication and virtual meeting platforms		★
Report writing and documentation skills		★

### Personal Qualities & Safeguarding

Criteria	E	D
Commitment to the values and mission of Scouting Ireland	✓	
Personal integrity, honesty, and trustworthiness	✓	
Self-motivated; able to take initiative and handle challenges confidently	✓	
Aged 18+ with valid or willingness to obtain Garda Vetting / Access NI clearance	✓	

Completion of or willingness to undertake Scouting Ireland safeguarding training	✓	
Commitment to ongoing personal and professional development		★

### Responsibilities

- Build, support, and maintain an effective Beaver Scouts Support Project Team, including encouraging participation, clarifying roles, delegating work appropriately, and maintaining momentum across agreed actions and projects.
- Lead the Beaver Scouts Support Project Team.
- Organise efficiently the running of the Project Team with the relevant department support member.
- Develop the team and its competencies to support quality programme support and development.
- Ensure Scouting Ireland policies and procedures are adhered to by the Project Team.
- Provide clear leadership; ensure Core Team targets are met on time and within budget.
- Use the 'Mutual Agreement and Review' process to review team members' work.
- Submit reports to the Core Team; additional roles subject to Core Team approval.

### Role Competencies

- Ability to lead and coordinate volunteers effectively, including delegation, encouragement, constructive feedback, and follow-through on agreed actions.
- Creates a positive, inclusive, and accountable team culture where volunteers are supported, challenged appropriately, and recognised for their contribution.
- Collaborates with stakeholders to set a vision of high-quality services, supports and programme.
- Able to address difficulties, underperformance, or interpersonal tensions constructively and in a timely manner.

### Teamwork

- Works effectively in a team and individually; integral to the Programme Team and its work.
- Builds effective stakeholder relationships; drives commitment to Scout promise, Law and method.
- Support the development of team members by encouraging participation, building confidence, and identifying opportunities for shared leadership.
- Personally honest, trustworthy; leads by example with ethics and integrity.
- Able to operate in a politically sensitive, volunteer-led environment.

### Assigned Duties

- Organise and lead the Project Team in line with Scouting Ireland policies.
- Attend Programme Team meetings to represent the Beaver Scouts Team.
- Ensure the Project Team responds to support requests and proactively develops supports.
- Drive Beaver Scout section development through active involvement in Programme reviews.
- Other duties that may arise relevant to this Project Team.

### Attendance & Reviews

The Team Lead must attend all scheduled meetings of the Programme Team in addition to Beaver Scout Team meetings - quarterly in-person and monthly virtual. If unable to attend, a suitably informed team member must be nominated to represent the team and relay outcomes.

Performance in the role will include not only delivery of agreed actions, but also the ability to build a constructive team dynamic, contribution to programme development, responsiveness to member support needs, and ability to maintain an effective working culture.

Performance reviews are conducted every six months with the Core Team. Annual reports must be submitted within six weeks of notification, interim reports to be submitted in advance of meetings as notified.

### 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. A Team Lead may also voluntarily step down at any time with reasonable notice to allow an orderly handover.

**How to Apply:** Submit via the Scouting Ireland Online Application Form.

Demonstrate clearly how you meet the essential and desirable criteria.

**Minimum Age:** 18 years at date of application.

**Vetting:** Garda Vetting / Access NI clearance required prior to application.