

	Gasóga na hÉireann / Scouting Ireland			
	No.:	Issued:	Amended:	Next Review Date:
	V&GS 2025-1	24/2/25	n/a	April 2026
	Category: Project Team – Terms of Reference			
Volunteer & Group Support Department: Fellowship Patrol Project Team				
Related Documents: Membership Policy				
Revision	Date	Description		
1	24/2/2025	Source Document Issued		

Description

Gasoga Na hEireann/Scouting Ireland’s Fellowship Patrol Project Team is a project team which falls within the scope of the ‘*Volunteer & Group Support Department*’. Membership of the team is open to all members of the Scouting Ireland who shall apply for membership through an ‘open call’. A ‘Team Lead’ will be appointed by the Volunteer & Group Support Core Team to lead and coordinate the team, from those that have applied to be members of the Project Team.

Duration of Term

Project Team duration: 36 months

Commencing: May 2025

There will be annual open call for this team for additional Project Team Members should they be required.

Aims of the Team

Aims and objectives are as follows:

- To promote a Fellowship Patrol Network within Scouting Ireland.
- Develop a Fellowship Patrol Network within Scouting Ireland
- Agree the procedures for membership of the Fellowship Patrol Network
- Agree the role of the Fellowship Patrol Network within Scouting Ireland
- Support the members of the Fellowship Patrol Network
- Develop a Fellowship Patrol Policy

Responsibility of the Fellowship Patrol Project Team Lead

Are responsible to the Volunteer & Group Support Department for the efficient operation of the Fellowship Patrol Project Team as set out in this document.

The Fellowship Patrol Project Team Lead

- The Fellowship Patrol Project Team Lead shall not hold a Team Lead position in another Project Team within the Volunteer & Group Support Department.
- Working with the designated Volunteer & Group Support Core Team member, to organise efficiently the running of the Fellowship Patrol Project Team.
- Is responsible for ensuring that Gasóga na hÉireann / Scouting Ireland's policies & procedures are adhered to by the Fellowship Patrol Project Team.
- To manage the project team, ensuring clear leadership and make sure targets agreed with the Core Team are achievable and met.
- Use the Mutual Agreement and Review to annually review the work of Project Team members.
- Responsible for the submission of reports to the Volunteer & Group Support Core Team.
- Further roles may be introduced with agreement between the Team Lead and project team and subject to approval by the Volunteer & Group Support Department.
- For ensuring the work of the project team is delivered on time and within budget
- Submit budget suggestions to the Volunteer & Group Support for consideration.
- Work with Staff members of Scouting Ireland to further the aims as set out in the Fellowship Patrol Policy.

Role Competencies

Leadership

- Brings a focus and drive to building and sustaining high levels of performance and addressing performance issues as they arise.
- Work collaboratively with stakeholders to set out a vision of high-quality services, focusing on the needs of the Gasóga na hÉireann / Scouting Ireland membership.
- Motivates and support colleagues and stakeholders.
- Operates with self-assurance and demonstrates ability to handle challenging situations confidently.

Teamwork

- Ability to work well within a team and individually, as appropriate.
- Places an emphasis on working as an integral part of the Volunteer & Group Support Department.
- Build and maintain effective relationships with relevant stakeholders.
- Source specialist knowledge and expertise when required for the preservation, conservation, restoration and display of artifacts, memorabilia etc., that the Project team may procure or be custodians of on behalf of Scouting Ireland

- Keep accurate records of all items in the care of the Fellowship Patrol Project Team.

Drive and commitment to service values.

- Is self-motivated and shows a desire to continuously perform at the highest level.
- Is personally honest and trustworthy.
- Through leading by example, fosters the highest standards of ethics and integrity.
- Demonstrate the ability to work in a politically sensitive environment.

Accountability

Project Team Lead

- The Project Team Lead will be accountable to the Core Team and Department Manager or their representative.
- The Project Team Lead must adhere to the Project Team Code of Conduct and will receive a letter of appointment.
- Approved expenses will be reimbursed for expenditure incurred in carrying out this role as agreed and approved by the Department Manager.
- The Scouting Ireland Financial Handbook must be adhered to in relation to all finances associated with the work of the team.
- Using best value for money principle for services in the work of the Fellowship Patrol Project Team.
- All members of the team are accountable to the Volunteer & Group Support Core Team.
- All members of the team must adhere to the Team's Code of Conduct and will receive a Letter of Appointment.
- The team's annual budget will be approved by the Core Team who will administer the budget and monitor spending associated with the team.

Reviews

With the assistance and support of the team members, the Team Lead reviews will be conducted every six months with the Project Team Lead and a member of the Volunteer & Group Support Core Team, with reports of the activities of the Project Team, plans going forward, and supports required. A written annual report and review should be submitted to the Core Team within 6 weeks of the end of year.

Meetings

The Project Teams will meet as necessary, no less than four times a year.

Additional Information

- From time to time, the Core Team may ask the *Fellowship Patrol* Fellowship Patrol Project Team to assume additional duties or specific tasks.
- These terms of reference can be amended by the Core Team, in consultation with the *Project Team*.
- Members of the *Project Team* may claim reasonable expenses incurred in the course of the team's work.
- Financial matters must be carried out in accordance with the procedures outlined in Scouting Ireland's 'Financial Handbook'.
- All individuals appointed to the *Project Team* will be required to complete and agree to a verification process.
- The work of the project team must support Scouting Ireland's published Strategy
- The work of the project team must not compromise Scouting Ireland's Risk Register.
- The work of the project team must be carried out in accordance with best practice and good governance.

Measurables

- The Team shall prepare an annual report. The report shall describe the activities of the Project Team for the preceding calendar year and plans for the coming 12 months.