

	Gasóga na hÉireann / Scouting Ireland			
	No.:	Issued:	Amended:	Next Review Date:
	CSD –TOR - 03	13th December 2019	1st January 2025	
	Category: Event Team – Terms of Reference			
Programme Services Department: National Cub Challenge Team 2025				
Related Documents:				
Revision	Date	Description		
1	13/12/2019	Document Issued		
2	01/01/2025	Document Amended		

Event Description

The National Cub Challenge is an annual Scouting Ireland event where Cubs develop independence and skills. The Cub Scouts build their own campsite, participate in programme, cook a test meal, and enjoy a communal campfire. This adventure brings together young Cub Scouts from across Ireland, offering opportunities to show what they have learned, to make friends, and to gain independence.

Team Selection

- Individuals with appropriate experience are invited to apply to join the team through a standard Open Call process.
- The Event Team Lead is appointed by the Programme Services Department Core Team following an interview process.
- Team members are appointed by the Team Lead and the Programme Services Department Core Team.
- The ability to co-opt members onto the National Cub Challenge Team to fulfil specialist roles may be done with the agreement of the Programme Services Core Team and Department Manager.
- Team appointments are dependent on up-to-date vetting, safeguarding training and fees, with no current DRAP issues.

Duration of Term

Team Lead: 3 years

Team Member: 6 months

Commencing: 1st February 2025

Termination: 31st July 2025

Aims of the Team

The Cub Challenge Team aims are as follows:

- To plan, deliver, review and report on the Cub Challenge, National Cub Scout Event.
- The National Cub Scout event will be held at Kilcully Scout Campsite on 21st to 22nd June 2025.

Team Member Requirements

- All members of the National Cub Challenge Event Team must have a clear understanding of the aim and objectives of the National Cub Challenge Event.
- Team members will be expected to participate in the planning of the event, to attend the event, and to complete a full review of the event in conjunction with the Event Team.

Accountability

- All persons on the Cub Challenge Team will be accountable to the Programme Services Department Core Team and department manager or their delegate, through the Event Team Lead.
- All members of the team must adhere to the Event Team Code of Conduct and will receive a Letter of Appointment.
- The event budget will be approved by the Programme Services Department Core Team. The Team Lead and Project Events Manager will administer the budget, monitor the payment of fees and spending, and produce final accounts for the event.

Reviews

- Reviews will be conducted at the end of term of the event by the Team Lead in conjunction with the Project Events Manager and submitted to the Programme Services Department Core Team for consideration.
- Reports and reviews should be submitted to the Programme Services Department Core Team within 6 weeks of the completion of the event.

Team Roles

Cub Challenge Event Lead

Working with the relevant department support team member to select a location for the event, create and submit a budget, and work within this budget to achieve the event requirements. To work with the Project Events Manager to develop and deliver the event plan.

To be responsible for the event's adherence to Scouting Ireland policies, relevant laws and regulations, and sector best-practice as applicable. To develop a health and safety plan for the event and ensure all health and safety measures are being followed during the event.

Logistics Lead

Working with the Event Team Lead and a member of the relevant department support team to deliver a site for the event that allows the achievement of the event's objectives while meeting applicable legislation and regulations at an acceptable risk level.

Subcamp Lead

Working with the Event Team Lead and a member of the relevant department support team to coordinate the activities and running of the Subcamps and leading the Subcamp Staff. Working to ensure the safety, health and welfare of all attending Cubs. This would include site spot checks for potential risk during site build i.e. pioneering, cooking equipment.

Judging team

Working with the Event Team Lead and Administrative Lead to ensure the judging of sites is carried out in a safe and fair method.

Staff Lead

Working with the Event Team Lead and a member of the relevant department support team to coordinate the activities of the Staff attending the event

Programme Lead

Working with the Event Team Lead and a member of the relevant department support team to deliver a programme that aligns with Scouting Ireland's ONE Programme.

Please note it will not be possible to become a member of this event team if you will be attending the Cub Challenge as an accompanying Scouter with your section - please ensure that your section has adequate cover at the appropriate ratio to take on a role in organising and running the event.

Further roles may be introduced by agreement between the Event Lead and Project Events Manager and subject to approval by the Programme Services Department Core Team.

Meetings

Event Team meetings will be held monthly or more frequently as required. These meetings will be supported by the relevant department support team. Minutes of team meetings including action lists will be shared with the Core Team and Department Manager for consideration,

Additional Information

- Meetings will be conducted via teleconferencing platform and in person as appropriate.
- Additional event team roles and or changes to the team structure will be defined and agreed by the Programme Services Department Core Team
- The Scouting Ireland Financial Handbook must be adhered to
- All individuals appointed will be required to complete and agree to a verification process
- All individuals appointed to the event team must be formally approved by the Programme Services Department Core Team
- The work of the event team must support Scouting Ireland's Strategy
- The work of the event team must not compromise the company's risk register
- The work of the event team must be in line with good governance

Measurable

- Provide the Cub Scout Challenge for Cub Scouts at Kilcully Scout Campsite
- Delivered the event on the 21st to 22nd June 2025 (Staff may be requested to be on site from 20th June for site build)
- Adhere to the budget approved by the Core Team
- Ensure a Health and Safety plan and risk register is in place for the event
- Ensure there is a clear defined relevant programme delivering on Scouting Ireland aims or part of its aims

Apply

Applications through Microsoft forms.

The fee for all staff will be €30. This covers camping fees and all meals from Friday supper – Sunday Breakfast. All staff will be required to provide their own plate, cup, cutlery etc. Staff places are limited and will be allocated based on an individual's skill set and the requirements for the event. There will be a limited number of Venture Scout Staff roles which will also be allocated according to the individuals skill set and the requirement of the event. All venture staff attending must have valid and in-date Garda Vetting. Staff will not be required to submit payment for the event until they've been offered a place on staff.