

	Gasóga na hÉireann / Scouting Ireland			
	No.	Issued May 2026	Amended	Next Review Date May 2026
	Category:			
	Early Years Team Lead – Open Call			

Related Documents

Revision Schedule		
Revision	Date	Description
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 Early Years Team Lead leads the development and delivery of Scouting Ireland's national Early Years (4–6) trial programme. The post holder coordinates the Early Years volunteer team, serves as the primary liaison between pilot Groups and the National Programme Team, and is accountable to the National Programme Team. This is a volunteer leadership post carrying significant responsibility for the quality, integrity, and outcomes of the Early Years pilot across Scouting Ireland.

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 experience in early years education, teaching, childcare, youth work, or adult leadership in Scouting Ireland. Must be aged 18+ with valid or willingness to obtain Garda Vetting / Access NI clearance per Scouting Ireland's Child Safeguarding Policy.

Tenure

Initial term: 3 years from date of confirmation of appointment, or earlier if the Early Years project concludes prior to that point.

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.

Accountability & Support

The Team Lead is accountable to the National 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.

While accountable for the overall coordination and quality, the Team Lead is not expected to personally deliver all aspects of programme design, training, or Group support, and is supported by the Early Years Team and Programme Team.

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

Experience & Knowledge

Criteria	E	D
Active Scouter in good standing with Scouting Ireland, with experience in Scouting or equivalent youth programme delivery	✓	
Strong commitment to early years development, play-based learning, and youth-centred programme design	✓	
Demonstrated ability to lead, motivate, and coordinate a voluntary team	✓	
Knowledge of Scouting Ireland policies, procedures, and governance structures		★
Experience in early years education, teaching, childcare, or youth work (voluntary or professional)		★
Familiarity with and comfortable in usage of WOSM's GPS for Programme Development.	✓	
Familiarity with the SPICES framework, Scout Method, and One Programme principles	✓	

Skills & Abilities

Criteria	E	D
Strong organisational and planning skills with ability to manage a time-bound project	✓	
Clear and effective communication with volunteers, staff, and membership across a national network	✓	
Ability to work collaboratively as part of a team and independently, including in a remote/virtual environment	✓	
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
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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

- Lead the development and delivery of the Early Years (4–6) pilot programme, coordinating all aspects from programme design through to evaluation and reporting.
- Build, support, and coordinate the Early Years volunteer team; clarify roles, delegate appropriately, and maintain momentum across agreed actions.
- Oversee the development and distribution of the Programme content and all associated pilot materials.
- Support pilot Group Scouters through training, onboarding, and ongoing guidance throughout the delivery period.
- Ensure Scouting Ireland policies, procedures, and safeguarding requirements are adhered to by all Early Years team members and pilot Groups.
- Provide clear leadership; ensure pilot targets, timelines, and evaluation measures are met on time and within budget.
- Use the 'Mutual Agreement and Review' process to review team members' work and maintain team effectiveness.
- Submit regular progress and evaluation reports to the Programme Team.

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 early years programme design, materials, and pilot support
- 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 Early Years Team in line with Scouting Ireland policies and the pilot governance framework.
- Attend Programme Team meetings to represent the Early Years pilot.
- Ensure pilot Groups receive timely responses to support requests and are proactively supported throughout delivery.
- Drive early years programme quality through active involvement in evaluation cycles and Programme reviews.
- Other duties that may arise relevant to the Early Years pilot, as agreed with the Programme Team.

Attendance & Reviews

The Team Lead must attend all scheduled meetings of the Programme Team, in addition to Early Years 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 early years programme development, responsiveness to pilot Group 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. The Early Years 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, with particular reference to your experience in early years, play-based learning, or youth programme development.

Minimum Age: 18 years at date of application.

Vetting: Garda Vetting / Access NI clearance required prior to appointment.