

	<b>Gasóga na hÉireann / Scouting Ireland</b>			
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	<b>Category: Project Team – Terms of Reference</b>			
<b>Corporate Services Department: National Activities Support Team</b>				
Related Documents:				
Revision	Date	Description		
1	15 <sup>th</sup> Feb 21	Document Issued		

## Description

The Scouting Ireland National Activities Support Team will be a project team formed to support the delivery of National Activities and National Scout Centre Events within the Corporate Services Department. Individuals can apply through an open call. A Project Team Lead will be appointed by the Core Team and will lead this Project Team.

## Duration of Term

**Project Team duration:** 12 months

**Commencing:** 1st March 2021

**End date:** 28<sup>th</sup> February 2022

There will be annual open calls for this team, with the open call for 2022 planned for December 2021.

## Aims of the Team

The National Activities Support Team aims are as follows:

- Ensuring that suitable resources, materials and equipment are available for the delivery of National Activities and events.
- Providing a skilled team of volunteers to support the setup and delivery of National Activities and events.
- Providing a skilled team of volunteers to support the setup and delivery of National Scout Centre Events.
- Provide a skilled team of volunteers to support logistic at National Scout Centres

- Manage Scouting Irelands national equipment
- Manage and maintain suitable storage locations and solutions for Scouting Ireland’s national equipment
- Assist with the implementation of good health and safety practises at Scouting Ireland National Activities and Events and National Scout Centre Events

## Accountability

All persons on the Event Support Team will be accountable to the Core Team and department manager or their delegate, through the Project Team Lead.

All members of the team must adhere to the Project Team Code of Conduct and will receive a Letter of Appointment.

The project team budget will be approved by the Core Team and the Project Team Lead and Project Manager (Events and Conferences) will administer the budget and monitoring spending associated with this team.

## Reviews

Reviews will be conducted annually by Project Team Lead in conjunction with the Project Manager (Events and Conferences) and submitted to the Core Team for consideration.

Reports and reviews should be submitted to the Core Team within 6 weeks of their completion.

## Team Roles

The team will comprise of the following roles:

### Team Lead

Responsible for identifying required skills amongst the team, recruiting members to the National Activities Support Team, managing the resources within the team and liaising with the relevant National Activity Project Teams and National Scout Centres.

### Team members

Working with the Project Team Lead and members of the relevant department support teams to support the achievement of the team’s objectives.

## Assigned Duties

Project Team duties will include the following;

1. Liaise with National Activities Teams and National Scout Centres at planning stage for events
2. Ensure where possible the resources and National equipment are maintained correctly and utilised appropriately
3. Report status of National Equipment to Corporate Services Department Core team
4. Maintain accurate records of equipment stock
5. Management the repair, disposal and replacement of equipment on behalf of the Corporate Services Department
6. Provide advice to National Activities Teams and National Scout Centres regarding safe use of National Equipment
7. Provide logistic expertise to National Activities Teams and National Scout Centres where required
8. Ensure safe standard operating procedures and risk assessments are in place for Events and Activities where the teams support is required
9. Other duties that may arise relevant to this project team

## Meetings

Project 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 project team roles and or changes to the team structure will be defined and agreed by the Core Team
- All individual appointed to the project team must be formally approved by the Corporate Services Department Core Team
- The Department Core Team may request additional duties to be assigned to the Project Team
- The Terms of Reference can be subject to change by the Core Team
- Reasonable expenses will be reimbursed for expenditure incurred in carrying out these roles
- The Scouting Ireland Financial Handbook must be adhered to
- All individuals appointed will be required to complete and agree to a verification process
- The work of the project team must support Scouting Ireland's Strategy
- The work of the project team must not compromise the companies risk register
- The work of the project team must be in line with good governance



## Measurable

- Catalogue all programme equipment owned by Scouting Ireland
- Provide support to all National Activities and National Scout Centre Events where it is feasible and include details in team report
- Adhere to the budget approved by the Core Team
- Ensure a Health and Safety plan and risk register is in place for the use of equipment owned by Scouting Ireland

## Apply

Applications through <https://www.scouts.ie/Jobs-and-Opportunities/Volunteer-Opportunities/>