



Information Pack for the role of:

**Training Officer**

Scouting Ireland CLG, National Office, Larch Hill, Dublin 16. D16 P023

May 2023



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## Scouting Ireland

Scouting Ireland was founded in 2003 after the membership of Scouting Ireland (CSI) and Scouting Ireland (SAI) voted in favour of forming a single, all-Ireland, Scout association. Previous to this, Scouting had been operating in Ireland since 1908.

The aim of Scouting Ireland is to encourage the Social, Physical, Intellectual, Character, Emotional and Spiritual development of young people so that they may achieve their full potential and, as responsible citizens, to improve society.

Scouting Ireland achieves its aim through a system of progressive self-education, known as the Scout Method, the principal elements of which are:

- Voluntary membership of a group which, guided by adults, is increasingly self-governing in its successive age groups.
- Commitment to a code of living as expressed in the Promise & Law, the meaning of which is expanded as the member grows towards maturity.
- The provision of a wide range of attractive, constructive, and challenging activities, including opportunities for adventure and exploration both indoors and outdoors.
- The provision of opportunities for leadership and responsibility.
- Learning by doing.
- Encouragement of activity in small groups.  
An award scheme which encourages participation in its full range of activities and provides recognition of individual and group achievements.
- Symbolic Framework.

Scouting Ireland has a membership of over 50000 people, which includes 12000 adult volunteers. We operate in over 500 communities across the thirty-two counties of Ireland and are supported by a staff of thirty-five professionals working in a variety of areas.

Details of the Scouting Ireland programme, governance structures, recent annual reports etc can be seen on [www.scouts.ie](http://www.scouts.ie).



## Company Structure

The **Board of Directors** is the oversight body of Gasóga na hÉireann / Scouting Ireland.

The **Board Sub-Committees** act in a non-executive role advising the Board as per their terms of reference.

The Board of Directors appoints the Chief Executive Officer who is the most senior professional of Gasóga na hÉireann / Scouting Ireland. The CEO directs the work of the Professional Management Team to deliver on the strategic and operational objectives of the Company.

The **Department Managers** report to the CEO and are responsible for managing the departments in line with the departmental charter, Gasóga na hÉireann / Scouting Ireland's Strategy, the risk register and ensuring the Company complies with all relevant codes and legislation.



**Role**

<b>Title:</b>	Training Officer
<b>Reporting to:</b>	Manager Volunteer & Group Support Department
<b>Remuneration:</b>	€45,000
<b>Starting Date:</b>	September 2023
<b>Equal Opportunities:</b>	Scouting Ireland has an equal opportunities policy, which all employees and contractors are expected to develop an understanding of, with a commitment to equality of outcome.
<b>Notice Period:</b>	1 month
<b>Probationary Period:</b>	6 months
<b>Contract Duration:</b>	3-year fixed-term contract
<b>Contract Type:</b>	Hybrid working (requirement to travel occasionally to meet with volunteers and training participants) <ul style="list-style-type: none"> <li>● 35-hour week accumulated via daytime or evening work</li> <li>● Reporting to the Department Manager</li> </ul>
<b>Application Process:</b>	<ul style="list-style-type: none"> <li>● Please submit a curriculum vitae and an <b>application letter</b> outlining your interest in this role.</li> <li>● Deadline Friday the 30<sup>th</sup> of June 2023</li> <li>● Interviews will be held on the week commencing the 17<sup>th</sup> of July 2023</li> <li>● Queries should be emailed to <a href="mailto:recruitment@scouts.ie">recruitment@scouts.ie</a></li> </ul> <p>To Apply: <a href="#">Please Click Here</a></p>
<b>Garda Vetting</b>	All posts in Scouting Ireland are subject to Garda Vetting.



## Responsibilities

### **In this position, you will:**

The Training Officer will be responsible for developing, coordinating, and delivering training programs for Scouting Ireland's volunteers and members to ensure the highest possible standards of youth work are maintained. The role requires strong interpersonal skills, an ability to work in a team environment, and a passion for youth development.

- Develop and implement training programs for Scouting Ireland's volunteers and members, ensuring they are in line with national and international best practices and are tailored to meet the needs of the organisation.
- Work closely with other members of the National Training Panel to ensure that training is consistent across the organisation and that a wide range of training methods are used to meet the needs of different learning styles.
- Evaluate the effectiveness of training programs and make recommendations for improvements.
- Act as a resource person and guide other members of the organisation concerning training and development issues.
- Work in very close alignment with the Training team Lead to support the volunteer lead strategy of Scouting Ireland
- Ensure that all training documentation, records, and systems are kept up to date and that training materials are of the highest quality.
- Keep abreast of developments in training and youth work and promote continuous learning and development within the organisation.
- In conjunction with the Training team lead, represent Scouting Ireland at national and international training events and conferences.



The Applicant	Essential:	Desirable:
<b>Education</b>	<ul style="list-style-type: none"> <li>● Third-level qualification in Education, Training &amp; Development.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience in devising, organising, and delivering training.</li> <li>● Experience in using non-formal and experiential learning tools.</li> <li>● Experience in the use of monitoring and evaluation tools.</li> <li>● Qualification in Instruction and/or learning design is advantageous.</li> </ul>
<b>Knowledge, Skills, Values</b>	<ul style="list-style-type: none"> <li>● Strong interpersonal and communication skills, with an ability to engage and motivate others.</li> <li>● Demonstrable experience as a training officer.</li> <li>● Excellent verbal and written communication.</li> <li>● An understanding of the principles and practices of youth work and a commitment to the values of Scouting Ireland.</li> <li>● Excellent organisational skills, with an ability to manage multiple projects and priorities simultaneously.</li> <li>● An ability to work independently and as part of a team.</li> <li>● A full driving license and access to a vehicle are required, as travel within Ireland will be required.</li> <li>● Ability to conduct thorough needs assessments to gauge training needs.</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding of the Youth Work Sector, Volunteer Work, and the Scouting Movement</li> <li>● Have a high level of awareness of issues impacting Adult Volunteers.</li> <li>● Flexibility to work at weekends and evenings.</li> <li>● Strong desktop and in-person research, presentation, and reporting skills.</li> </ul>



## Scouting Ireland's Core Behavioural Framework

### 1. Communication

#### *Definition:*

Expressing and listening to ideas effectively in individual and group situations (including nonverbal communication), adjusting language or terminology to the characteristics and needs of the audience.

#### *Behavioural indicators*

- Listen actively and respond accordingly.
- Deliver consistent and accurate messages both internally and externally.
- Use the appropriate vocabulary with the appropriate audience.
- Ensure non-verbal communication is appropriate to the audience.
- Ensure all communication is dealt with in a timely, responsible & courteous fashion.

### 2. Teamwork, flexibility & Partnerships

#### *Definition:*

Working effectively in varying environments with everyone to accomplish the strategy and objectives of Scouting Ireland, taking action that respects the contribution of others, and aligning personal objectives to the objectives of the organisation. Identify and act to build effective internal and external partnerships.

#### *Behavioural indicators*

- Collaborate in an open professional and effective way.
- Help out others when they seem snowed under if practically possible.
- Support colleagues with the completion of jobs when appropriate.
- If you have the skills, be prepared to share the knowledge where appropriate.
- Be prepared to take on new tasks as required or needed.
- Develop and invest in internal and external partnerships.

### 3. Member Focus

#### *Definition:*

Making the members and their needs a primary focus of one's actions and developing and sustaining productive member relationships.

#### **Behavioural indicators**

- Be friendly, courteous and helpful at all times.
- Behave professionally at all times when dealing with members.
- Consider members' opinions in the context of the organisation.
- Be aware of the constraints that a member may have as they are volunteers.

### 4. Initiative & Delivery



***Definition:***

Taking prompt action to accomplish objectives making active attempts to influence events to achieve goals by self-starting rather than accepting passively, taking action to achieve goals beyond what is required, delivering on commitments, and taking ownership of role tasks and areas of responsibility.

***Behavioural indicators:***

- Deliver your assigned tasks within the assigned time.
- Don't wait to be told what to do.
- Explore new and more efficient ways of completing tasks.
- Be prepared to suggest and take ownership of new initiatives.
- Deliver your initiatives with close attention to detail.

## **Summary of Employment Terms and Conditions**

Scouting Ireland CLG offers a range of tangible and intangible working benefits.

- This role is a full-time position with an initial duration contract of three years. There may be an option to extend the contract subject to performance, funding, and agreement by both parties.
- The salary, paid on a monthly basis, will be appropriate to the role and will consider the non-profit nature of Scouting.
- Contractual hours of work are thirty-five (35) hours per week, Monday to Friday.
- However, The successful candidate must be willing to work during the evenings and on weekends, when necessary, for which time off in lieu will be given.
- The holiday entitlement is 20 days per annum, plus public holidays.
- Scouting Ireland CLG has an Employee Assistance Programme.

The offer of appointment will be subject to:

- Two satisfactory references.
- Successfully completing Garda Vetting/Access NI checks.
- Verification of relevant qualifications.
- Successfully completing medical examination to be carried out by a medical practitioner (at Scouting Ireland Services expense)
- Satisfactory completion of the probation period (6 months).
- Where required, evidence of eligibility to live and work in Ireland.



## How to Apply

Applications should be submitted via the **URL below** no later than the 30<sup>th</sup> of June 2023 and must include the following:

- Cover letter outlining your suitability for the role.
- A CV.

Applicants for the Training Officer **MUST** use this link: [Link](#).

No hard-copy applications will be considered.

Note: Scouting Ireland is committed to making appointments on merit by a fair and open process, taking due account of equality and diversity. Selection will be carried out consistent with Scouting Irelands Human Resources Policy. Canvassing will result in immediate disqualification.