



	<b>Gasóga na hÉireann / Scouting Ireland</b>			
	<b>No.:</b>	<b>Issued:</b>	<b>Amended:</b>	<b>Next Review Date:</b>
	PSD-TOR-05	18 <sup>th</sup> June 2020	n/a	30 <sup>th</sup> June 2021
	<b>Category: Project Team – Terms of Reference</b>			
<b>Programme Services Department: Equality &amp; Inclusion Team</b>				
Related Documents:				
8 Steps to Inclusive Youth Work - <a href="https://www.youth.ie/articles/8-steps-to-inclusive-youth-work/">https://www.youth.ie/articles/8-steps-to-inclusive-youth-work/</a>				
<b>Revision</b>	<b>Date</b>	<b>Description</b>		
1	18 <sup>th</sup> June 2020	Document Issued		

## Description

The Equality & Inclusion team will provide advice and support to keep Equality & Inclusion at the heart of Scouting. The team will support in the development of a new policy for Equality & Inclusion and supporting documents to implement the policy. The Team will also act as an Advisory body for the technical support for other teams within the department but outside the department. 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 July 2020

**Termination:** 30<sup>th</sup> June 2021

There will be annual open calls for this team, with the open call for 2021-22 planned for May 2021.

## Aim of the Team

The Equality & Inclusion Team aims are as follows:

- To develop an Equality & Inclusion Policy using "8 Steps to Inclusive Youth Work"
- To collate suitable resources to raise the awareness of Equality & Inclusion in Scouting
- Develop Equality & Inclusion Youth Programme resources
- To identify opportunities for members of Scouting Ireland to get involved in
- To support other teams in being more inclusive

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## Required skills & Experience

The membership of the team needs to consist of people with experience in advocating for Equality & Inclusion and having a deep understanding of the challenges to Equality & Inclusion

## Accountability

All persons on the Equality & Inclusion 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. The programme services manager will administer the budget and monitor spending associated with this team.

## Reviews

Reviews will be conducted every six months of the project by Project Team Lead in conjunction with the Programme Services Manager and submitted to the Core Team for consideration.

An annual report and review should be submitted to the Core Team within 6 weeks of the completion of the 12-month project.

## Assigned Duties

1. Develop an Equality & Inclusion policy for Scouting Ireland that is in line with Youth sector best practice
2. Collate a resource bank for raising the awareness of Equality & Inclusion in the organisation
3. Develop Equality and Inclusion Youth Programme resources
4. Review the objectives of our current youth programme regarding Equality and Inclusion and prepare a report on any recommended changes required
5. Submit regular updates for the national mailings
6. Other duties that may arise relevant to this project team

## Meetings

Project Teams will meet a minimum six times a year. Members of the department support team and the Core Team may attend.

## Support

The Project team will be given specific training before starting their role on particular aspects of the function of the team. In addition, they will get regular support from the Programme Services manager and/or from a designated member of the department core team. At the completion of the project team, the members will be debriefed on their experiences so that they will shape future project teams.



## Additional Information

- Meetings will be conducted via teleconferencing platform and in person in due course
- Project roles and team structure will be defined by the Core Team
- The 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

## Measurables

- Equality and Inclusion policy in line with Youth sector best practice
- Database of Equality & Inclusion resources for Scouting Ireland's website
- Database of Equality & Inclusion Youth Programme resources for Scouting Ireland's website
- A report on the review of the existing Youth Programme regarding Equality and Inclusion, including any recommended changes required
- Log of all support requests and responses provided
- Adhere to the budget approved by the Core Team

## Apply

Anyone (including youth members) wishing to apply for membership of this team should submit a CV and cover letter to [programmeservices@scouts.ie](mailto:programmeservices@scouts.ie) indicating Equality & Inclusion project team in the subject field. Applications need to be in no later than 17.00 hours on Friday 31st July 2020. Interviews for the core team will be held from the following week.