



Information Pack for the role of:

**Programme Development Manager**

Scouting Ireland Services CLG, National Office, Larch Hill, Dublin 16. D16 P023  
December 2022



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## **Scouting Ireland**

Scouting Ireland was founded in 2003 after the membership of Scouting Ireland (CSI) and Scouting Ireland (SAI) voted to form 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, and 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 various 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 **Chief Executive Officer** is appointed by the Board of Directors and 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 registers and ensuring the Company is compliant with all relevant codes and legislation.



<b>Title:</b>	Programme Support Manager
<b>Reporting to:</b>	Chief Executive Officer
<b>Remuneration:</b>	Commensurate with the role and experience of the successful candidate.
<b>Starting Date:</b>	April 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>	<ul style="list-style-type: none"> <li>● Hybrid working (requirement to travel occasionally to meet with volunteers and training participants)</li> <li>● 35-hour week accumulated via daytime or evening work</li> </ul> <p>Reporting to the Department Manager</p>
<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 Sunday the 29<sup>th</sup> of January 2023.</li> <li>● Interviews will be held on the week commencing the 6th of February 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.



<b>Reports to:</b> Chief Executive Officer	<b>Direct Reports:</b> Programme Staff Events / Project Manager	
<b>Purpose</b> <ul style="list-style-type: none"> <li>The focus of the Programme Support Service Department is the support of volunteers to deliver a quality scouting experience to young people across all our age ranges (6 - 25 years of age). It is also responsible for maintaining delivery of the current programme, developing new initiatives, handbooks, and resources, and ensuring that training and other support mechanisms reflect the core aim and strategies of Scouting Ireland and the World Organisation of Scout Movement, of which Scouting Ireland is a member– the development of young people.</li> </ul>		
<b>Working Relationships</b> <ul style="list-style-type: none"> <li>Chief Executive Officer and the Board of Scouting Ireland</li> <li>The Programme Department</li> <li>Staff Colleagues in other Departments.</li> <li>Other Programme Staff in other National Scout Associations</li> </ul>		
<b>Person Specification</b>		
<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Third-level qualification(s) or additional courses and certifications that can relate to and reflect the skill sets and attributes of the position:</li> <li>Youth work practice.</li> <li>Education in non-formal situations.</li> <li>Project management</li> <li>Design and Creativity</li> <li>Writing</li> <li>Management</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience would reflect a senior position in a professional/volunteer organisation.</li> <li>A minimum of 5 years in a programme development-related role within a youth organisation or professional/volunteer environment.</li> </ul>	



	<ul style="list-style-type: none"> <li>● Relevant management experience related to events, and projects.</li> <li>● Relevant management experience with professional staff and volunteer teams.</li> </ul>	
<b>Relevant Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>● An ambitious self-starter with a proven record of focus on results.</li> <li>● Exceptional oral and written communication skills.</li> <li>● Demonstrable ability to relate to people from diverse backgrounds.</li> <li>● Excellent meeting, project management and people skills.</li> <li>● Positive and energetic attitude.</li> <li>● Attention to detail.</li> <li>● Ability to use standard computer software for word processing, spreadsheets, databases and presentations.</li> </ul>	A natural and enthusiastic networker
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>● Sound judgement and a strategic mindset.</li> <li>● High motivation, positive disposition, and flexible attitude in response to organisational change and development.</li> <li>● An ability to deal confidentially with sensitive material.</li> </ul>	Strong understanding of Scouting Ireland's methods, ethos and aims.
<b>Key Responsibilities of this role</b>		
<ul style="list-style-type: none"> <li>● The responsibilities include, but are not limited to, the following:</li> <li>● A clear focus on the development of young people.</li> <li>● A deep understanding of Scouting, The WHY, HOW and WHAT, its value systems, mechanisms, and ways of delivering the programme to young people.</li> <li>● An ability to work with a wide array of professional and volunteer teams in both a support and management framework.</li> <li>● Excellent communication skills and the ability to facilitate and train volunteers and professional team members.</li> <li>● A high-level capability to write and create handbooks, programme resources and associated web-based information platforms.</li> </ul>		



- Project management skills and expertise, with the ability to manage multiple projects with varying themes – events, programme initiatives, training projects and grant-based initiatives.
- Extensive computer skills beyond basic Microsoft capabilities.
- Leadership skills and abilities that can motivate professional and volunteer project teams and move the organisation forward so that it remains constantly relevant to young people and attractive to adult volunteers who wish to work with and facilitate the desires, dreams and expectations of young people.
- Management and strategic understanding and insights as part of a senior management team. The role may require the Programme Support Service Manager to deputise for the CEO if required.
- The key working environment of the work of Scouting rests in non-formal educational situations, which reflect an experiential model.
- The Scout Method, Scout Law and Promise, its value systems, aims and objectives underly all aspects of our work with young people.
- The methodology places young people as the key component supported and facilitated by adults. Volunteers are the key to this method; their enthusiasm and passion enable Scouting to work effectively locally.
- The professional team reflect the same passion for working with and facilitating the development of young people. They need to be able to relate to young people of all ages, have good communication skills and understand the world of young people, their dreams, expectations, and concerns.
- These are then captured in creative, vibrant, and exciting programmes that allow young people to enjoy their Scouting with friends while learning valuable life skills in a fun-based framework.

### **Reporting**

- To provide such reports (written or otherwise) as required by the organisation.

### **General**

- Represent Scouting Ireland on committees involving other voluntary/statutory agencies.
- Develop a close working relationship with other Youth organisations, including Girl Guiding, NYCI and other uniformed Organisations.
- Any other reasonable tasks assigned to them by the CEO
- Undergo such training as may be required (internal & external).
- To carry out other duties as may be required of you from time to time.

## **Scouting Ireland's Core Behavioural Framework**

### **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

**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 organisation's objectives. Identify and act in building 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

**Member Focus**

**Definition:**

- Making the members and their needs a primary focus of one's actions.
- 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
- Treat members professionally and consistently
- Understand the balance and sensitivity between advisory and directive support

**Initiative & Delivery**

**Definition:**

- Taking prompt action to accomplish objectives making active attempts to influence events to achieve goals self-starting rather than accepting passively, taking action to



achieve goals beyond what is required, delivering on commitments, 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.