



Information Pack for the role of:

**Provincial Support Officer Northern Province**

Scouting Ireland Services CLG, June 2025



## Contents

<b>Provincial Support Officer Northern Province.....</b>	<b>1</b>
<b>Scouting Ireland .....</b>	<b>2</b>
<b>Company Structure.....</b>	<b>3</b>
<b>Provincial Support Officer (Northern Province).....</b>	<b>4</b>
<b>Purpose.....</b>	<b>5</b>
<b>Person Specification.....</b>	<b>5</b>
<b>Key Responsibilities of this role .....</b>	<b>6</b>
<b>Scouting Ireland’s Core Behavioural Framework.....</b>	<b>8</b>



## **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. Before this, Scouting had been operating in Ireland since 1908.

Scouting Ireland aims 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, 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.

Scouting Ireland has a membership of approximately 40,000 people, comprising 10,000 adult volunteers. We operate in over 425 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>	<b>Provincial Support Officer (Northern Province)</b>
<b>Reporting to:</b>	Manager Volunteer & Group Support Department
<b>Remuneration:</b>	€42,000 / sterling equivalent
<b>Starting Date:</b>	September 2025
<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> <li>● Report 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 Sunday the 20<sup>th</sup> of July 2025</li> <li>● Interviews will be held in late July 2025.</li> <li>● Queries should be emailed to <a href="mailto:recruitment@scouts.ie">recruitment@scouts.ie</a></li> <li>● To Apply: <a href="#">Please Click Here</a></li> </ul>
<b>Garda Vetting</b>	All posts in Scouting Ireland are subject to Garda Vetting.



<b>Reports to:</b> Department Manager	<b>Direct Reports:</b> None	
<b>Purpose</b> <ul style="list-style-type: none"> <li>The role of a Provincial Support Officer (PSO) in Scouting Ireland is pivotal in ensuring the growth and development of Scouting and that the local scout groups receive the necessary support, guidance, and resources they need to run their programmes effectively. PSOs are employed by Scouting Ireland to work within specific provinces, acting as a bridge between the national organisation and the local scout groups.</li> </ul>		
<b>Working Relationships</b> <ul style="list-style-type: none"> <li>Scout Groups.</li> <li>Scout County Teams.</li> <li>Provincial Management Support Teams.</li> <li>Growth &amp; Sustainability Team.</li> <li>Staff Colleagues.</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> </ul>	<ul style="list-style-type: none"> <li>Qualification in youth work/volunteer management / educational methods.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience and a proven track record in a similar support/development role.</li> <li>Track record of success within a target-driven and measured environment.</li> <li>Track record of managing multiple tasks with strong planning and organisation skills.</li> </ul>	<ul style="list-style-type: none"> <li>Professional experience in a nonprofit environment.</li> <li>Good knowledge of the non-profit sector in Ireland.</li> </ul>



<p><b>Relevant Skills and Aptitudes</b></p>	<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 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>	<ul style="list-style-type: none"> <li>● A natural and enthusiastic networker</li> </ul>
<p><b>Special Requirements</b></p>	<ul style="list-style-type: none"> <li>● A strong understanding of Scouting Ireland's methods, ethos and aims.</li> <li>● Sound judgement and a strategic mindset.</li> <li>● High motivation, positive disposition and flexible attitude in response to organisational change and development.</li> </ul>	<ul style="list-style-type: none"> <li>● Flexibility to work frequently at weekends and evenings.</li> </ul>

**Key Responsibilities of this role**

- The responsibilities include, but are not limited to, the following:
- A clear focus on the development of young people.
- A deep understanding of Scouting, the WHY, HOW and WHAT, its value systems, mechanisms, and ways of delivering the programme to young people.
- An ability to work with a wide array of professional and volunteer teams in both a support and management framework.
- Excellent communication skills and the ability to facilitate and work with volunteers and professional team members.
- 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 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.

**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, Scouting and other uniformed Organisations.
- Any other reasonable tasks assigned to them by the Department Manager.
- 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

### 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 handled in a timely, responsible, and courteous manner.

### 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 organisation's objectives. Identify and act in building effective internal and external partnerships.

#### Behavioural indicators

- Collaborate in an open, professional, and effective way.
- Help others when they seem snowed under if practically possible.
- Support colleagues in completing jobs as needed.
- 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.
- Making the members and their needs a primary focus of one's actions.
- Developing and sustaining productive member relationships.

### 3. Member Focus

#### Definition

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

#### Behavioural indicators

- Be friendly, courteous, and helpful always.
- Always behave professionally 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.



#### 4. Initiative & Delivery

**Definition:**

Taking prompt action to accomplish objectives, making active attempts to influence events to achieve goals, and self-starting rather than accepting passively, while also taking action to ensure the task is completed successfully.

**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.