



Information Pack for the role of:

Project Officer

Scouting Ireland CLG, National Office, Larch Hill, Dublin 16

Are you ready to help shape a once-in-a-lifetime adventure for young people across Ireland? Scouting Ireland is looking for an energetic and highly organised Project Officer to join our team for a 2-year term, supporting the journey to the World Scout Jamboree in Poland in 2027.



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Scouting Ireland

Scouting Ireland is a registered charity and 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. Before 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-two 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.



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 register and ensuring the Company is compliant with all relevant codes and legislation.

Direct Reports:

- Steven Maclean, Senior Manager, Safeguarding, also SMT member supporting the WSJ 2027. (Direct day-to-day Line Manager, HR, Leave, etc)
- Rory Nevin, Volunteer Contingent Leader for the WSJ 2027 (Specific Tasks)

Role Profile Overview:

You will have strong administrative skills, basic financial skills, and familiarity with Microsoft programs such as Excel, Word, Teams. This role will require attendance at weekend meetings and events. The World Scout Jamboree is an event which is primarily organised by a volunteer Contingent Management Team [CMT], and this role will involve a joint reporting structure between the identified Senior Manager, and the Volunteer Contingent Leader.

You will be able to create professional relationships with staff, volunteers, and other agencies as appropriate to discharge the duties of the role effectively.

Safeguarding Principles

You will be a champion of Scouting Ireland's commitment to safeguarding, ensuring that every interaction and process reflects our values of safety, inclusion, and respect. This includes upholding child protection policies, proactively identifying and reporting concerns, and fostering a culture where every participant feels secure and supported.



Qualifications / Experience for this role

- Experience in Business Administration, Event Management, or a related field.
- Relevant certifications in event planning or project management.
- Minimum 2 years' experience in event management or a similar support role.
- Experience working with youth organisations or volunteer-led teams is highly desirable.
- Proficiency in Microsoft Word, Excel, CRM systems or financial software.
- Exceptional oral and written communication skills.

Competencies

- Excellent organisational and administrative skills.
- Basic financial management skills.
- Strong communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Flexibility to attend weekend meetings and events.
- A proactive mindset and a passion for delivering exceptional experiences.
- Comfortable working in a fast-paced, evolving environment with multiple stakeholders.
- An understanding of Scouting Ireland's methods, ethos and aims.
- Sound judgement and a strategic mindset.

Key Responsibilities of the Role

The responsibilities include, but are not limited to, the following:

- Maintain and reconcile financial records to ensure transparency and accountability.
- Track participant fees and manage participant data and registrations.
- Coordinate travel, accommodation, and on-site logistics to support a seamless Jamboree experience.
- Serve as a key point of contact for participants, parents, and volunteers, providing timely and helpful responses.
- Collaborate with the Communications Team and CMT to draft engaging updates, newsletters, and event materials.
- Ensure all activities are conducted in accordance with safeguarding principles, Scouting Ireland policy and relevant legislation (in Ireland and Poland)
- Assist with additional responsibilities as required for large event management.
- To undertake any such other reasonable tasks that may be assigned 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 internal 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, aligning personal objectives to the objectives of the organisation. 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 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.
- Always behave in a professional way 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, deliver on commitments, take ownership of role tasks and areas of responsibility.

Behavioural indicators:

- Deliver your assigned tasks within the assigned time.
- Don't wait for 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 on your initiatives with close attention to detail.

Summary of Employment Terms and Conditions

Scouting Ireland CLG – Working Benefits and Conditions

Contract Type and Work Arrangement:

- Full-time **hybrid position**: Minimum of two days per week in the National Office, with flexibility for remote work.
- **Initial contract duration of 2 years**, with potential for extension based on performance, funding, and mutual agreement.

Working Hours:

- **35 hours per week**, distributed over a 7-day period.
- Flexibility required during busy periods; **time off in lieu** may be agreed in advance with your line manager.

Salary and Remuneration:

- **Annual salary of €38,000**, paid monthly.
- Remuneration reflects the responsibilities of the role and the **non-profit nature** of Scouting Ireland.

Leave Entitlement:

- **20 days annual leave**, plus **public holidays** in Ireland.



Other Benefits:

- Access to an **Employee Assistance Programme (EAP)**.

Commitment to Fair Recruitment:

- Appointments are made **on merit**, through an **open and fair process**, aligned with **equality and diversity principles**.
- **Canvassing** will lead to **disqualification**.

Conditions of Appointment:

The appointment is **subject to the following conditions:**

1. **Two satisfactory references.**
2. **Successful completion of Garda Vetting / Access NI checks.**
3. **Verification of all relevant qualifications.**
4. **No conflicts of interest** due to other professional or voluntary roles.
5. **Medical clearance** from a practitioner (at Scouting Ireland's expense).
6. **Satisfactory completion of a 6-month probationary period.**
7. **Proof of eligibility** to live and work in Ireland (where applicable).
8. **Ownership or access to a car** is required for the role.

How to Apply

Applications should be submitted by **midnight on 17th August 2025** and must include:

- Cover letter outlining your suitability for the role.
- A C.V.

Interviews will be scheduled the following week.

Applications **MUST** be submitted to the noted URL Address. No other applications will be considered. **From HR Duo Link**

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 Ireland's Human Resources Policy. Canvassing will result in immediate disqualification.