



Information Pack for the role of:

**Development Support Officer**

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

October 2024



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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>	Group Support & Development Support Officer
<b>Reporting to:</b>	Manager Volunteer & Group Support Department
<b>Remuneration:</b>	€35,000
<b>Starting Date:</b>	Late November /Early December 2024
<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> Reporting to the Department Manager
<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 15th of December 2024</li> <li>Interviews will be held in late October</li> <li>Queries should be emailed to <a href="mailto:recruitment@scouts.ie">recruitment@scouts.ie</a></li> </ul> To Apply: <a href="#">Please Click Here</a>
<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
<p><b>Purpose</b></p> <p>The purpose of the Group Support &amp; Development Officer is to work in tandem with the support structures of Scouting Ireland to:</p> <ul style="list-style-type: none"> <li>Provide effective support to Scout Groups to enable them to support the delivery and facilitation of the Scout Programme effectively.</li> <li>To proactively develop membership growth by developing new and existing Scout Groups and Programme Sections.</li> <li>Support the recruitment and induction of volunteers to ensure that growth targets can be achieved.</li> </ul>	



### **Working Relationships**

- Scout Groups
- Scout County Teams
- Provincial Management Support Teams
- Growth & Sustainability Team
- Staff Colleagues

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<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>● Educated to a relevant third-level standard or equivalent.</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 organization 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>
<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 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>● 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>

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<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 organizational change and development</li> </ul>	<ul style="list-style-type: none"> <li>● Flexibility to work frequently at weekends and evenings.</li> </ul>
<p><b>Key Responsibilities:</b></p>	<p>The responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>● A clear focus on the development and support of Scouting within communities.</li> <li>● A good understanding of Scouting,</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 engage with a diverse group of stakeholders and colleagues.</li> <li>● Project management skills and expertise, with the ability to manage multiple projects.</li> <li>● Excellent computer skills.</li> <li>● Leadership skills and abilities that can motivate professional and volunteer project teams to grow and develop Scouting within the community.</li> </ul>	

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## Scouting Ireland's Core Behavioral 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:*



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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.

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