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|  | Gasóga na hÉireann / Scouting Ireland | | |
| | No.: | Issued: | Amended: |
| | PSD –TOR - 04 | 31st January 2021 | n/a |
| | | | Next Review Date: 31 st December 2021 |
| Category: Project Team – Terms of Reference | | | |
| Programme Services Department: Sustainable Programme Project Team | | | |
| Related Documents: | | | |
| <ul style="list-style-type: none"> • Transforming our world: the 2030 Agenda for Sustainable Development • WOSM Scouts for SDGs website | | | |
| Revision | Date | Description | |
| 1 | Jan 2021 | Document Issued | |

Description

The “Sustainable Programme” Team continue to grow, and we want you to be part of the journey towards truly embedding the Sustainable Development Goals in youth programme by 2030. This is our decade of action for change, and we must work together to scout for a better world. The aim of this programme is to ensure that Scouting Ireland is at the forefront and trendsetters in our society for overcoming challenges that prevent – inclusion, equality, diversity, and environmental action for moving our communities towards a better world and ensuring no one is left behind.

With your involvement we will have a positive impact on the world around us.

Who can apply?

Project Teams are active learning space for you to grow in confidence and develop and use your skills to make this world a little better than you found it.

This call is open to everyone however we encourage the following to apply:

- Youth Members no matter your experience level or ability to be part of the change!
- Volunteers and Scouters interested in supporting Beaver and Cub engagement with the SDGs are encouraged to apply
- Anyone interested in transforming how we deliver One Programme and Adventure Skills to be more aligned with the SDGs

Anyone with ideas outside of this are welcome to apply and discuss additional ideas for the 2021/22 period to embed the SDGs into youth programme.

Equal Opportunities

Scouting Ireland is committed to equality regarding equal access, fair treatment, and opportunities to work towards a more diverse and inclusive organisation. Please find out more details [here](#).

Duration of Term

- **Project Team duration:** 12 months
- **Commencing:** 1st September 2021
- **Termination:** 1st September 2022
- **2022/23 annual open call:** July 2022

Aim of the Team

The Sustainable Programme Team are to:

- Develop and deliver an action plan to embed the SDGs in Scouting Ireland activities to improve awareness and participation with the SDGs by the members and align with the objectives of the Better World Framework.
- Support the delivery of the Sustainable Scouting from home through identifying the resources and by monitoring and evaluating the initiative in line with the Scouting Plan-Do-Review approach.
- Develop and implement a basic awareness programme for Scouters through specific Scouter training on Sustainable Scouting and the rollout of Sustainable Guides for Scout Dens/Halls as well as Scout Centres/Campsites.
- Design and create an SDG module that can be used for various trainings
- Work with section teams to promote sustainable projects within their section
- Expand the assessment of the alignment of SI program to SDGs.
- Run an annual follow-up survey of members of SI to assess changes in awareness, knowledge, and activism in relation to the SDGs
- Other duties that may arise relevant to this project team such as advising and supporting One World Week and the Better World Programme

Accountability

- All persons on the Sustainable Programme 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 budget will be approved by the Core Team and the Project Team Lead and Programme Services Manager will administer the budget and monitoring spending associated with this team.

Reviews

- Reviews will be conducted at the project end of term by Project Team Lead in collaboration with the Programme Services Manager and submitted to the Core Team for consideration.
- Reports and reviews should be submitted to the Core Team within 6 weeks of the completion of the project.

Assigned Duties

1. Advise other project teams on sustainable alternatives through signposting of relevant resources, products, initiatives to PSD
2. Agree to a project plan for the project's timeline and budget
3. Answer and respond to requests for Sustainable Scouting programme support through the relevant channels (i.e., emails, phone calls, national mailing, social media, etc.)
4. Submit updates for the national mailing
5. Other duties that may arise relevant to the project team

Meetings

Project Teams will meet a minimum of 6 times a year. Members of the department core team and core team may attend. Minutes of team meetings including action lists will be shared with the Core Team and Department Manager for consideration.

Support

The journey towards a better world is not always easy but when we work together it can feel a lot more motivating!

When you join the Project team you can expect:

- **Plan** - training before starting your role on aspects of the function of the team
- **Do** - regular support from the Programme Services manager and/or from a designated member of the department core team to help you reach your project goals
- **Review** - opportunity to participate in a group reflection to celebrate success, discuss challenges and share experiences to shape future project teams.

Additional Information

- Meetings will be online and in person as appropriate.
- Additional project team roles and or changes to the team structure will be defined and agreed by the Core Team or PSD Manager
- 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

Measurable

- A review report of our existing programme based on the SDGs
- A set of training guides for Scouters on Sustainability delivered to a relevant target group
- A Youth Empowerment training course on championing the SDGs with six champions identified per province
- The completion and expansion of the SSFH

Apply

- **Deadline:** July 31st
- **Link:** <https://forms.office.com/r/HwtgGpkknz>

Please note a Project Team Lead will be appointed by the Core Team and will lead this Project Team at a later date.