

	Gasóga na hÉireann / Scouting Ireland			
	No.	Issued May 26	Amended	Next Review Date
	Category:			
	Open Call – Terms of Reference - National Events Support Lead			

Related Documents

Revision Schedule		
Revision	Date	Description
1	Apr 24	Initial Release
2	May 26	Updated

⚠ ADULT VOLUNTEER ROLE — Open to persons aged 18+ only. All appointees must hold valid Garda Vetting / Access NI clearance per Scouting Ireland's Child Safeguarding Policy.

Description

The National Events Support Lead provides facilitative and advisory support to the planning and delivery of Scouting Ireland National Events. The role focuses on enabling Event Teams and relevant Programme Teams to deliver high-quality, youth-centred events aligned with the ONE Programme and underpinned by the SPICES Framework.

The role does not directly manage events but supports those responsible for delivery by providing guidance, coordination, shared resources, and consistency across national events.

Eligibility

- Aged 18 or over at date of application.
- Current Scouting Ireland member, or willing to register prior to appointment.
- Valid Garda Vetting / Access NI clearance held
- Willing to adhere to Scouting Ireland Code of Conduct and all relevant policies.
- Relevant adult leadership within Scouting Ireland or equivalent voluntary organisation.

Tenure

Initial term: 3 years from date of confirmation of appointment.

Extension: Subject to satisfactory performance review and Core Team approval, the term may be extended. Total cumulative tenure shall not exceed 6 years.

Handover: A structured debrief and handover process will take place at the conclusion of any term to ensure continuity.

Accountability & Support

The National Events Support Lead is accountable to and supported by the Programme Core Team and works in close collaboration with the Events Manager, Programme Team Leads, and Event Team Leads.

The role holder must adhere to the Core Team Code of Conduct and will receive a Letter of Appointment. Approved expenses are reimbursed per the Scouting Ireland Financial Handbook.

Role-specific induction is provided before commencement, with ongoing support from the Programme Team. A debrief will take place at term conclusion to inform future team composition and development.

Person Specification — Essential (E) & Desirable (D)

Experience & Knowledge

Criteria	E	D
Strong understanding of Scouting Ireland programme delivery and youth-led event experiences	✓	
Experience supporting or contributing to national, provincial, or large-scale events	✓	
Knowledge of event planning processes, including safeguarding, logistics, and volunteer coordination	✓	
Ability to work constructively with volunteers and staff teams	✓	
Woodbadge training complete or in progress	✓	
Experience mentoring or advising volunteer leaders or teams		★
Familiarity with event budgets, operational planning, or managing risk at events		★
Experience developing guidance or support materials for volunteers		★

Skills & Abilities

Criteria	E	D
Well-organised and able to coordinate tasks and supports effectively.	✓	
Communicates clearly and positively with volunteers, youth members, and staff.	✓	
Ability to work collaboratively as part of a team, and independently	✓	
Able to assess situations, solve problems, and offer calm, practical advice when challenges arise.	✓	
Confident using online tools for meetings, communication, and sharing information.		★
Able to prepare clear written notes, guidance, or updates to support Event and Programme Teams.		★

Personal Qualities & Safeguarding

Criteria	E	D
Commitment to the values and mission of Scouting Ireland	✓	
Acts with honesty, integrity, and reliability at all times.	✓	
Self-motivated and willing to take initiative when needed, including dealing confidently with challenges.	✓	
Aged 18+ with valid or willingness to obtain Garda Vetting / Access NI clearance	✓	
Completion of or willingness to undertake Scouting Ireland safeguarding training	✓	
Willing to continue learning and developing skills through training and experience.		★
Experience supporting, mentoring, or encouraging volunteers in their roles.		★

Responsibilities

- Support and facilitate the effective planning and delivery of National Events in Scouting Ireland.
- Help coordinate communication and cooperation between Event Teams, Programme Teams, and the Events Manager.
- Identify support needs and provide guidance to Event Team Leads as required.
- Share knowledge, best practice, and learning across national events.
- Help develop and keep up to date a National Events Manual and other support resources.
- Participate in the interview and selection of Event Team Leads where required.
- Support post-event reviews and learning to help improve future events.
- Contribute to the development and ongoing review of the National Events Manual, ensuring policies and procedures are current and fit for purpose.
- Promote consistency, quality, and adherence to Scouting Ireland policies and safeguarding standards.

Role Competencies

- Well organised and able to plan, prioritise, and support the timely completion of agreed actions.
- Broad experience of national (and where relevant, international) Scout events and the roles involved in delivering them.
- Good understanding of how events are planned and run, including practical considerations such as logistics, budgets, and safeguarding.
- Works collaboratively and in a solution-focused way to support Event and Programme Teams to deliver successfully.
- Takes responsibility for agreed tasks and follows through reliably on commitments.
- Builds positive working relationships and demonstrates sound judgement, integrity, and respect in a volunteer-led environment.
- Demonstrates good judgement, discretion, and integrity, especially when dealing with sensitive or challenging situations.
- Works well within a volunteer-led organisation, showing inclusive, respectful, and accountable behaviour.
- Provides practical, hands-on support and guidance to Event and Programme Teams.

Assigned Duties

- Attend scheduled coordination and planning meetings.
- Provide regular updates to the Programme Team and Events Manager.
- Respond to support requests from Event Team Leads and Programme Team Leads.
- Assist in identifying training, resource, or guidance needs.
- Other duties that may arise relevant to this role.

Attendance & Reviews

- Meeting frequency is agreed with the Programme Team and Events Manager and reflects the needs of national events being supported. Regular engagement and updates are expected.
- Core Team / Programme Team meetings - quarterly in-person and monthly virtual. If unable to attend, advance notice must be given and a written update submitted prior to the meeting.
- Performance in the role will include not only delivery of agreed actions, but also the effectiveness of facilitation and support, quality of collaboration and communication, contribution to consistency and learning across national events, and adherence to safeguarding and organisational standards. Annual reports must be submitted within six weeks of notification, interim reports to be submitted in advance of meetings as notified.

Stepping Down

Where responsibilities are consistently unmet, the role will be reviewed, and the individual may be asked to step down following an initial discussion. An individual may also voluntarily step down at any time with reasonable notice to allow an orderly transition.

How to Apply: Submit via the Scouting Ireland Online Application Form. Demonstrate clearly how you meet the essential and desirable criteria.

Minimum Age: 18 years at date of application.

Vetting: Garda Vetting / Access NI clearance required prior to application.