



Information Pack for the role of:

**Project Manager Events & Conferences**

Scouting Ireland Services CLG, National Office, Larch Hill, Dublin Information Pack for the role of:



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## Scouting Ireland

### Gasóga na hÉireann / Scouting Ireland

Gasóga na hÉireann / 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 Gasóga na hÉireann / 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.

Gasóga na hÉireann / Scouting Ireland achieves its aim through a system of progressive self-education, known as the Scout Method, the principal elements of which are:

#### **Scout Method**

The working model of all departments must reflect the eight areas of the Scout Method:

Nature and the Outdoors

Law and Promise

Learning by Doing

Personal Progression

Symbolic Framework

Service and Commitment

Young People and Adults Working Together

Small Group System

Gasóga na hÉireann / Scouting Ireland has a membership of over 50,000 people, which includes 12,000 adult volunteers. We operate in over 500 communities across the thirty-two counties of the island of Ireland and are supported by a staff of thirty-two professionals working in a variety of areas.

Details of the Gasóga na hÉireann / Scouting Ireland programme, governance structures, recent annual reports etc. can be found on [www.scouts.ie](http://www.scouts.ie).



## **OGS-06 – Project Manager (Events & Conferences) 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 the 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.



## OGS-06 – Project Manager (Events & Conferences)

<b>Title:</b>	Project Manager Conferences and Events
<b>Reporting to:</b>	Programme Department Manager
<b>Remuneration:</b>	€40k - €45k
<b>Starting Date:</b>	September 2022
<b>Equal Opportunities:</b>	<ul style="list-style-type: none"><li>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.</li></ul>
<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 35-hour week accumulated via daytime or evening work</li><li>Reporting to the designated line 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 14<sup>th</sup> of August 2022.</li><li>Interviews will be held on the week commencing the 29<sup>th</sup> of August 2022.</li><li>Queries should be emailed to: <a href="mailto:recruitment@scouts.ie">recruitment@scouts.ie</a></li></ul> <p>To Apply: <a href="#">Please Click Here</a></p>
<b>Garda Vetting</b>	All posts in Scouting Ireland are subject to Garda Vetting.



## OGS-06 – Project Manager (Events & Conferences)

<b>Reports to:</b> Programme Services Manager	<b>Direct Reports:</b> None
<b>Purpose</b> <p>The purpose of the Project Manager (Events &amp; Conferences) appointment is to provide professional event management support to the appointed volunteer teams to deliver successful, on-budget events for the benefit of the Youth Members of Scouting Ireland.</p> <p>Scouting Ireland run a wide range of National Events and Conferences. Types of events include:</p> <ul style="list-style-type: none"><li>• Jamborees</li><li>• National Activity Days</li><li>• National Camps</li><li>• International Camps</li><li>• National Conferences</li></ul> <p>The Project Manager (Events &amp; Conferences) will be a dynamic, self-starter who will work to develop this function and ensure that project plans and budgets are developed and maintained, and resources (professional and volunteer) are allocated accordingly.</p>	
<b>Working Relationships</b> <ul style="list-style-type: none"><li>• Programme Service Department</li><li>• Management Team</li><li>• Project Accountant</li><li>• All members of Professional Staff</li><li>• All volunteer event team leads of events/activities</li><li>• The Scout Shop</li></ul>	

**Person Specification****Essential**

- Qualification in Project/Events support and management or similar field.
- Proven experience as an events planner/organiser.
- Ability to motivate others in the achievement of project goals.
- An ability to report in an effective, clear, and concise manner.
- Excellent time management and communications skills.
- Ability to build productive business relationships.
- Ability to manage multiple projects.
- Excellent ICT skills.
- Excellent analytical and problem-solving ability.
- Have a full clean driving license and use of a car.

**Desirable**

- Experience in the not for profit/charity sector.
- Knowledge of the methods, ethos and aims of Scouting.
- Experience within a volunteer setting either as a volunteer or working with/managing volunteers.

**General**

- Possess general ability and suitability to successfully discharge the role of Project Support Officer (Events & Conferences)
- Flexibility in working hours to meet the company's needs.
- Must be highly motivated with an ability to manage deadlines and ensure quality in every aspect of reporting.
- Must be articulate and assertive.
- Competent writing skills required.
- Be structured and organised in executing work plans.
- Possess ability to be adaptable and flexible.
- Possess the ability to work on own initiative.
- Possess the ability and skills to interact with other professional staff and volunteer personnel.

**OGS-06 – Project Manager (Events & Conferences)**

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Educated to third level standard or equivalent with a recognised qualification in Project/Event Management.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification relevance some of the following areas -event management/business / volunteer support/communications / administration</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience and a proven track record in a management/supportive 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 organisational skills.</li> <li>• Track record in ICT management.</li> <li>• Track record in people-management.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional experience in non-profit environment.</li> <li>• Good knowledge of non-profit sector in Ireland.</li> <li>• working with and supporting volunteers.</li> </ul>
<b>Relevant Skills and Aptitudes</b>	<ol style="list-style-type: none"> <li>1. An ambitious self-starter with a proven track record and focus on results.</li> <li>2. Exceptional oral and written communication skills.</li> <li>3. Demonstrable ability to relate to people from diverse backgrounds.</li> <li>4. Excellent meeting, project management and people skills.</li> <li>5. Positive and energetic attitude.</li> <li>6. Exceptional attention to detail.</li> <li>7. Ability to use standard computer software for word processing, spreadsheets, databases, and presentations.</li> </ol>	<ul style="list-style-type: none"> <li>• An effective and enthusiastic networker</li> </ul>
<b>Special Requirements</b>	<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 mind-set.</li> <li>• High motivation, positive disposition, and flexible attitude in response to organisational change and development.</li> </ul>	

**Key Responsibilities of this role**

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

**Specific**

- Working with volunteer event team leads to ensure that events are run in a professional manner with reference to aim/function of event, budgeting/viability and health/risk and safety considerations.
- Work towards the objective that all events are in line with requirements under Event licence requirements as exercised by local County Councils and venues.
- Maintain the integrity of the Scouting Ireland verification system for staffing events.
- Providing key support for World Jamboree 2023, and National Conferences. (bookings, travel)
- Liaise with Event team leads to understand and develop the exact event requirements.
- Produce and maintain detailed project plans and working budgets with event team leads.
- Assist in the development of new initiatives and event opportunities.
- Maintaining the Scouting Ireland Services responsibilities regarding the Service Level Agreement.
- Assist with researching venues, suppliers, and contractors.
- Management and monitoring of event budgets to ensure breakeven/ reasonable surplus outcomes.
- Working with approved IT companies to develop/maintain the ‘event management system’
- Working with Management Team to ensure appropriate resources are available as required.
- Ensuring that Risk assessment, Insurance, legal & H&S obligations are met.
- Developing opportunities for the use of interns/international staff to support events.
- To undertake other, such reasonable duties, that may be assigned by the company from time to time.

**General**

- Provide a high quality, courteous, efficient, and friendly service to our members and general public and proactively contribute to areas that will strive to constantly improve that service.
- To undertake any such other reasonable tasks that may be assigned 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 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

### 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, aligning personal objectives to the objectives of the organisation. Identify and act to building 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. Developing and sustaining productive member relationships

#### *Behavioural indicators*

- Be friendly courteous and helpful at all times
- Behave in a professional way at all times when dealing with members
- Consider members' opinions in the context of the organisation
- Be aware the constraints that a member may have as they are volunteers

## **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.