

	<b>Gasóga na hÉireann / Scouting Ireland</b>			
	Document No: VGS-NTTL-001	Issued 14/04/2026	Amended:	Next Review Date: 14/02/2029
	Title: National Training Team Lead			
	Department: Volunteer & Group Support			
	Category: Training			
Related Documents:				
Revision	Date	Description		

### 1. **Appointment:**

The National Training Team Lead is appointed through an Open Call or Expression of interest for Scouters issued in the National Mailing of Scouting Ireland. This role is a volunteer appointment and is dependent on successful completion of the Scouting Ireland verification process. Their Garda Vetting/Access NI clearance and safeguarding requirements must remain valid for the duration of the appointment.

The appointment is subject to approval by the board of Scouting Ireland and forms part of the membership of the Volunteer & Group Support Core Team. This is a volunteer management role within Scouting Ireland.

The National Training Team Lead shall not hold any other National Team Lead or Project Team Lead appointment. They shall not hold any appointment within Scouting Ireland that may cause a conflict of interest for role as National Training Team Lead.

### 2. **Appointment Term**

The appointment term is three years (36 Months) with a review after 18 months. An “Open Call” or “Expression of Interest” shall be called for a new Training Team Lead at 33 Months for the new National Training Team Lead. A Scouter with the Appointment of National Training Team Lead may serve a maximum of two consecutive terms of appointment, (36 months X 2). They may apply through the application process appointment again following a break between this 2 term appointment of 36 Months.

### 3. **Overview**

The National Training Team Lead is a key volunteer leadership role within Scouting Ireland, responsible for leading and overseeing the National Training Team in the development and delivery of high-quality training programmes for adult Scouters.

### 4. **Member Of**

- a. Volunteer & Group Support Core Team.
- b. Training Operations Project Team.

- c. Provincial Training Co-Ordinator Support Team.

## 5. **Primary Responsibilities**

- Leadership & Coordination: Provide direction for the training team, collaborate with provincial and project teams, and ensure cohesive planning.
- Team Management: Support effective team functioning, select team members, and communicate clear roles and responsibilities.
- Strategic Planning: Develop and implement strategic training plans, including both in-person and online learning programmes.
- Reporting: Produce regular updates and reports for the core team or senior management.
- Stakeholder Collaboration: Work closely with subject-matter experts, learning strategists, and other partners to deliver high-quality training content.
- Performance & Support: Foster a high-performing team environment through mentoring, motivation, and ongoing support.

## 6. **Qualifications & Skills**

- Experience delivering adult training in voluntary or professional settings.
- Woodbadge Holder or equivalent Scouting training experience.
- Strong leadership, communication, and collaboration skills.
- Ability to motivate, support, and guide team members.

## 7. **Accountable to, Supports and Supported by:**

Training Operations Project Team, Volunteer & Group Support Department and the Board of Scouting Ireland

## 8. **Works with:**

1. Volunteer & Group Support Core Team,
2. National Training Operations Team,
3. Safeguarding Manager,
4. Training Administrator,
5. Training Development Officer,
6. Provincial Training Co-Ordinators,
7. Project Teams (as required)
8. Staff in Scouting Ireland departments.
9. Scouting Ireland Support Staff.

## 9. **Key Competencies:**

- a. Should have excellent communication skills, both written and oral.
- b. Accountable for their actions in a National Scouting Ireland appointment.
- c. Be a Team Player with Strong teamwork skills.
- d. Promote a collaborative and positive training culture.
- e. Excellent organisational skills.

- f. Understanding of the current training scheme.
- g. Strong IT skills.
- h. Excellent team management skills.
- i. Ability to delegate.
- j. Complete tasks in a timely fashion
- k. Have completed the Woodbadge Beads for Programme

#### **10. Communication**

The National Training Team Lead receives a Scouting Ireland email address (scouts.ie), which shall be used for all communications related to their role. All training-related information must be securely stored in a facility approved by Scouting Ireland.

#### **11. Code of Conduct:**

[Core Team Verification Form](#)

[Code of Conduct](#)

#### **12. Interim National Training Team Lead**

An Interim National Training Team Lead will be appointed by the Volunteer & Group Support Chair and Head of Department should a vacancy arise while an Open Call Expression of Interest is completed.

#### **13. Termination of Appointment**

- a. The term of appointment of the National Training Team Lead will be completed after 36 months from date of appointment.
- b. The Board of Scouting Ireland and the Volunteer and Group Support Core Team are the only bodies who have the authority to remove the appointment of the National Training Team Lead, through Scouting Ireland's policies and procedures.
- c. Termination of appointment shall occur
  - i. On resignation of appointment,
  - ii. By mutual agreement.
  - iii. On completion of the term of office.
  - iv. Where the Scouter is non-compliant with Scouting Ireland Safeguarding or Garda Vetting/Access NI Policy