



## Information Pack

Programme Officer - Northern Province



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## Scouting Ireland

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. 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, to 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.

We operate in over 500 communities across the thirty two counties of Ireland and are supported by a staff team working in a range of areas.

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



## Role Profile

**Reports to:** Programme Services Manager

### **Overview:**

The Programme Officer supports the development and use of the scouting programme to ensure youth members have a quality Scouting experience that promotes and facilitates their learning and development. The ideal candidate has knowledge and experience of scouting, and is an advocate for youth empowerment and youth leadership in scouting.

### **Qualifications**

- A youth-work qualification is desirable but not essential.
- Related qualifications will be considered in the context of relevant experience.

### **Desirable Experience**

- Working/volunteering in a non-formal youth education setting with knowledge of child development, youth work practice and scouting programmes.
- Working on a diverse team with an understanding of the skills and mindset required to work together effectively, respectfully and productively.
- Working on your own initiative and managing your workload.
- Working effectively on multiple projects and within deadlines
- Using standard computer software for the purpose of reporting, record keeping, presentations and general administrative purposes.

### **Knowledge, Skills and Abilities**

- Knowledge of child development and youth work in general, and in the context of scouting programmes
- An understanding of the Scout Programme and how it impacts young people and their development.
- Ability to effectively engage with youth members, including young adults, and advocate on their behalf in enabling their leadership and participation in scouting across a range of activities and events



- Ability to work collaboratively and actively listen, negotiate, influence and support stakeholders in the development of exciting and relevant programme activities and learning opportunities
- Working knowledge of the ONE Programme
- Good project management skills with the motivation to deliver quality outputs on time
- Ability to engage with relevant organisations in the youth, social justice and funding sectors.
- An understanding of volunteering in the charity sector with a respect for the time and availability of volunteers
- Ability to co-create and implement effective plans to achieve agreed organisational objectives
- Ability to manage available resources effectively
- Presentation/facilitation skills
- A strong understanding of Scouting Ireland's methods, ethos and aims.
- Have a full driving licence

#### **Values and Personal Qualities**

- A strong sense of personal accountability, integrity and respect in a values-based culture where the Scout Promise and Law underpin the attitudes, practices and behaviours of all stakeholders
- Flexible and adaptable with a solution-focused attitude to challenges
- A mature and professional outlook with the capacity to acknowledge problems and take responsibility for them where they are accountable.
- Willingness to recognise, develop and support the required practices and mindsets for the development of Scouting Ireland in the best interests of youth members
- A realistically positive and hopeful attitude in general and in relation to change and progress
- An openness to learning and development to ensure a sustainable future for scouting

#### **Key Responsibilities of this role**

- Enable youth-led developments and initiatives by working collaboratively with them and Volunteers to design fun and engaging activities aligned to the ONE Programme, relevant to their interests and needs, and to achieve the learning objectives of the ONE Programme.



- Ensure programme developments are in keeping with relevant policy, guidance and strategy documents, including EA Youth Work Outcomes, NI Youth Work Curriculum and NI Regional Assessment of Need, and mapped accordingly.
- Develop and maintain positive, healthy and respectful working relationships within the Programme Team (employees, volunteers and youth reps) to ensure a collective approach to all work and activities undertaken by the Programme Services Department.
- On behalf of Scouting Ireland, support the administration of the Duke of Edinburgh's Award and be the main contact for all associated responsibilities.
- Develop and maintain positive, healthy and respectful working relationships with Provincial Youth Programme Representatives, County Programme Co-ordinators, and other volunteers as required, to promote and ensure Programme support at a local level. This includes skills audits to establish the availability of volunteers with specific skills to guide youth members in their learning and achievements.
- Support the Northern Provincial Commissioner in carrying out key duties related to Programme in the Northern Province.
- Engage with internal stakeholders as required and carry out necessary duties in relation to scouting interests and activities.
- Proactively engage with external bodies to broaden the range of knowledge, experience and learning opportunities available to youth members where they and their communities benefit from their growth and learning.
- Seek funding opportunities relevant to the learning and development of youth members
- Participate in Programme reviews as required.
- Participate and support measurement activities to establish the impact of scouting on youth members and their development
- Stay up to date with current thinking and developments in the youth sector and ensure these are reflected in the scouting programme where appropriate.
- Represent Scouting Ireland as required at relevant meetings and events.

**How to apply:**

Submit your application [here](#). The deadline to apply is May 29<sup>th</sup>, 2025.



## Summary of Employment Terms and Conditions

Scouting Ireland offers a range of tangible and intangible working benefits.

- This role is a full-time position with an initial duration contract of twelve months. There may be an option to extend the contract subject to performance, funding and agreement by both parties.
- The salary, paid on a monthly basis, will be appropriate to the role and will take into account the non-profit nature of Scouting.
- Contractual hours of work are 35 hours per week, worked over five days, Monday to Sunday. However, additional time may be required for the effective performance of the role for which there will be no additional remuneration. Time accrued can be taken as time off in lieu. The successful candidate must be willing to work some evenings and weekends when necessary. Attendance at events and conferences may be required.
- The holiday entitlement is 20 days per annum, plus public holidays.
- Scouting Ireland has an Employee Assistance Programme.

The offer of appointment will be subject to:

- Two satisfactory references.
- Successfully completing Garda Vetting/Access NI checks.
- Verification of relevant qualifications.
- Not take on any other role in a voluntary or professional capacity that may lead to a conflict of interest with their employment.
- Successfully completing medical examination to be carried out by a medical practitioner (at Scouting Ireland Services expense).
- Satisfactory completion of the probation period (3 months).
- Where required, evidence of eligibility to live and work in Ireland.
- You are required to own or have the use of a car.



## 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

#### 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, and partnerships

#### Definition:

Working effectively in varying environments 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 take action to building effective internal and external partnerships.

#### Behavioural indicators

- Collaborate in an open professional and effective way.
- When feasible be willing to assist others to reduce their workload.
- Support colleagues with the completion of jobs when appropriate.
- Be willing to share knowledge, skills and experience when 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.
- Treat members professionally and consistently.
- Understand the balance and sensitivity between advisory and directive support.

#### **4. 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.
- 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.

How

Scouting Ireland, National Office, Larch Hill, Dublin D16 P023

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