

	Gasóga na hÉireann / Scouting Ireland			
	Explorer Belt Event Team			
	Ref.: PSD-TOR-EB24	Issued: November 2023	Amended: n/a	Next Review Date: August 2024
	Category: Event Team Terms of Reference			
	Department: Programme Services			
Related Documents:				
Revision	Date	Description		
1	Nov 2023	Document Issued		

Description

The Explorer Belt Event Team will be an event team formed to deliver the Explorer Belt Award event in 2024. The Explorer Belt is a Scouting Ireland event run annually for the Rover Section. Individuals with appropriate experience interested in joining the team and staffing the event can apply through an open call. The Event Team Lead and Event Team Members will be appointed by the Programme Services Department Core Team following the open call and interview process.

Duration of Term

Event Team duration: 9 months for Event Team Members
11 months for Event Team Lead (9 Month standard term plus 2 months for handover)

Commencing: 1st December

Termination: 31st August for Event Team Members
31st October for Event Team Lead

Note: The Event Team Lead will be required to remain in position until the next team lead is appointed, in order to facilitate a handover.

Aim of the Team

The aim of the Explorer Belt Event Team is as follows:

- To plan, deliver, review, and report on the Explorer Belt 2024 event to meet the organisation’s objectives with guidance from the Programme Services Department Core Team within Scouting Ireland.

Team Roles

- All members of the Explorer Belt Event Team must have a clear understanding of the aim and objectives of the Explorer Belt event.
- Experience of the event, as a participant or otherwise, is preferred but is not a requirement.

- The Explorer Belt event is held abroad, and training is done in remote areas of the island of Ireland, so willingness to travel both domestically and internationally is required as well as access to a means of transport for travelling domestically.
- The following roles will be recruited for:
 - Explorer Belt Event Team Lead
 - Explorer Belt Event Team Member

Explorer Belt Event Team Lead

- The Explorer Belt Event Team Lead is responsible for the management of the event.
- The Team Lead will be present in the country in which the event is being run.
- The Team Lead must have experience in the planning and delivery of the Explorer Belt or similar events under the auspices of Scouting Ireland.
- Relevant first aid experience is a bonus although this can be delegated to the team if not held.
- The Team Lead will –
 - work with the event team to successfully deliver a safe and challenging event;
 - work with the Programme Services Department team members, Programme Services Department staff, and the wider Explorer Belt Event Team to select a location for the event, create and submit a budget, and work within this budget to achieve the event requirements;
 - ensure that all participants and staff have paid all event fees in full prior to attending the event;
 - work with the Project Events Manager to develop and deliver the Event Plan including the Event Booking Plan;
 - develop a Health and Safety Plan for the event and ensure all health and safety measures are being followed during the event;
 - carrying out a risk assessment, creating a Risk Register and managing risks and issues that arise before during and after the event;
 - be responsible for the event's adherence to Scouting Ireland policies ([link to Scouting Ireland official policies](#)), relevant laws and regulations of both Ireland and the host country, and sector best-practice as applicable; and
 - be responsible post-event for ensuring that reviews of the event are carried out and that a report is produced to satisfy the Plan-Do-Review programme cycle used in Scouting Ireland.

Explorer Belt Event Team Member

- Explorer Belt Event Team Members will assist the Explorer Belt Event Team Lead in delivering a safe and challenging event for the participants. Between them, the team members should have a range of skill sets and experience deemed suitable by the Team Lead. These may include, but are not limited to –
 - Programme Planning
 - Logistics
 - Budgeting & Administration
 - First Aid
 - Driving
 - Translation
 - etc.
- It is desirable that each team member should have experience of assisting in the planning and delivery of the Explorer Belt or similar events under the auspices of Scouting Ireland. However, this is not a requirement and efforts will be made to ensure a balance of both experienced team members and the introduction of novice team members in the interest of building experience for future events.
- Possession of one of the Scouting Ireland expedition awards such as Crean, Venture Challenge or Explorer Belt is desirable, but not essential.

- Post event each Team Member will be expected to contribute to the event report to satisfy the Plan-Do-Review program cycle used in Scouting Ireland.

Accountability

All persons on the Explorer Belt Event Team will be accountable to the Programme Services Department Core Team and Department Manager or their delegate, through the Explorer Belt Event Team Lead. The team will report to the Programme Services Department Core Team or delegated team as requested.

All members of the team must adhere to the Project Team Code of Conduct and will receive a Letter of Appointment.

The event budget will be approved by the Programme Services Department Core Team. The Explorer Belt Event Team Lead and Project Events Manager will administer the budget, monitor payment of fees and spending, and produce final accounts for the event.

Explorer Belt Event Team meetings will be held monthly (or more frequently as required). Minutes of team meetings including action lists will be shared with the Programme Services Department Core Team and Department Manager for consideration.

Reviews

Reviews will be conducted at the end of term of the project by the Explorer Belt Event Team Lead in conjunction with the Project Events Manager and will be submitted to the Programme Services Department Core Team for consideration by report and/or teleconference as required. Reports of the reviews should be submitted to the Programme Services Department Core Team within 6 weeks of the completion of the event.

Meetings

Explorer Belt Event Team meetings will be held monthly (or more frequently as required). Minutes of all such meetings including action lists will be shared with the Programme Services Department Core Team and Department Manager for consideration.

Meetings will be conducted via teleconferencing and in person as appropriate. There will be at least one face-to-face meeting of the Event Team. There will also be at least one face-to-face meeting or preparatory event for participants with the Event Team to ensure that all are adequately prepared for the event.

Additional Information

- Additional project team roles and/or changes to the team structure will be defined and agreed by the Explorer Belt Event Team Lead, Programme Services Department Core Team and Department Manager as necessary.
- Allowable expenses will be reimbursed provided that those expenses are incurred in line with the expense policy as outlined in the Scouting Ireland Finance Handbook
- The Scouting Ireland Finance Handbook must be adhered to ([link to Scouting Ireland official policies including Finance Handbook](#))

- All individuals appointed to the Explorer Belt Event Team will be required to complete and agree to a verification process ([link to verification form](#))
- All individuals appointed to the Explorer Belt Event Team must be formally approved by the Programme Services Department Core Team.
- The work of the Explorer Belt Event Team must support Scouting Ireland's Strategy.
- The work of the Explorer Belt Event Team must not compromise the company's risk register.
- The work of the Explorer Belt Event Team must be in line with good governance.

Measurable

- Deliver the Explorer Belt event in 2024.
- Design the event to cater for between 16-30 youth members (8-15 teams).
- Adhere to the budget approved by the Programme Services department Core Team.
- Ensure a Health and Safety plan and Risk Register is in place for the event.
- Ensure that the event standard is suitably challenging for members of the Rover section.
- Ensure that there is a strong programme theme aligned to the learning objectives for the Rover section.
- Submit a report to the Programme Services Department following the event which includes the findings from the reviews of the event and recommendations for future events.
- Achieve the objectives of the event as agreed with the Programme Services Department Core Team.

Selection

Applications for Explorer Belt Event Team Lead and Explorer Belt Event Team member will be held by open call.

The Explorer Belt Event Team Lead role will be subject to interview with a panel made up of Programme Services Core Team members and/or Department Manager as well as any other persons they deem appropriate for the purpose of the interview.

The Explorer Belt Event Team Member role will be subject to interview with a panel made up of Programme Services Core Team members and/or Department Manager as well as any other persons they deem appropriate for the purpose of the interview. The Explorer Belt Event Team Lead may be part of the selection process be it initial shortlist or during the interview stage.

The ability to co-opt members onto the Explorer Belt Event Team to fulfil specialist roles will be done via agreement of the Programme Services Core Team and Department Manager.

Apply

Applications can be made via the following link -

<https://forms.office.com/e/VkRry4Qz8V>

Please ensure your safeguarding, vetting and fees are up to date and any DRAP issues are resolved at the point of application.