

	<b>Gasóga na hÉireann / Scouting Ireland</b>			
	<b>No.:</b>	<b>Issued:</b>	<b>Amended:</b>	<b>Next Review Date:</b>
	PSD-TOR-06	10 <sup>th</sup> June 2020	n/a	1 <sup>st</sup> July 2021
	<b>Category: Project Team – Terms of Reference</b>			
	<b>Programme Services Department:</b> Chief Scout Award Support Team			
Related Documents:				
<b>Revision</b>	<b>Date</b>	<b>Description</b>		
1	30th June 2020	Document Issued		

## Description

The Chief Scout Award Support Team will be a project team to support the administration and development of the Chief Scout Award from within the Programme Services Department. This team will support the running of the Award in line with the Scouting Ireland Strategic Plan. This project team will give direct support through responding to technical and support requests and through the development of resources. Individuals can apply through an open call. A Project Team Lead will be appointed by the Core Team and will lead this Project Team.

## Duration of Term

**Project Team duration:** 12 months

**Commencing:** 1st August 2020

**Termination:** 31<sup>st</sup> July 2020

There will be annual open calls for this team, with the open call for 2021-22 planned for June 2021.

## Aim of the Team

The Chief Scout Award Support Team aims are as follows:

- To develop programme resources that support the implementation of the Chief Scout Award in order to achieve the aim of Scouting Ireland and in line with Scouting Ireland's programme strategy
- To utilise the communication network established by the Programme Support Team through the Provincial and county support structures in liaison with local support staff
- To provide a channel for Chief Scout Award technical and support requests from groups, counties and provinces
- To collect support request data and the responses provided

## Accountability

All persons on the Chief Scout Award Support Team will be accountable to the Core Team and department manager or their delegate, through the Project Team Lead.

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

The project team budget will be approved by the Core Team. The programme services manager will administer the budget and monitor spending associated with this team.

## Reviews

Reviews will be conducted every six months of the project by Project Team Lead in conjunction with the programme services manager and submitted to the Core Team for consideration.

An annual report and review should be submitted to the Core Team within 6 weeks of the completion of the 12-month project.

## Assigned Duties

1. Assist in the administration and promotion of the Chief Scout Award.
2. Answer and respond to requests for Chief Scout Award support and clarifications through relevant channels including the mailing system, phone calls, etc.
3. Advance and implement changes to the Chief Scout Award as assigned by the Core Team
4. Develop Chief Scout Award resources including section specific resources that support the implementation of Scouting Ireland's youth programme in line with the programme strategy
5. Submit regular updates for the national mailings
6. Other duties that may arise relevant to this project team

## Meetings

Project Teams will meet a minimum six times a year. Members of the department support team and the Core Team may attend.

## Support

The Project team will be given specific training before starting their role on particular aspects of the function of the team. In addition, they will get regular support from the Programme Services manager and/or from a designated member of the department core team. At the completion of the project team, the members will be debriefed on their experiences so that they will shape future project teams.

## Additional Information

- Meetings will be conducted via teleconferencing platform and in person as appropriate
- Project roles and team structure will be defined by the Core Team
- The Core Team may request additional duties to be assigned to the Project Team
- The terms of reference can be subject to change by the Core Team
- Reasonable expenses will be reimbursed for expenditure incurred in carrying out these roles
- The Scouting Ireland Financial Handbook must be adhered to
- All individuals appointed will be required to complete and agree to a verification process
- The work of the project team must support Scouting Ireland's Strategy
- The work of the project team must not compromise the companies risk register
- The work of the project team must be in line with good governance

## Measurables

- Create a database of resources for Scouting Ireland's website
- Log of all support requests and responses provided
- Record of regional support meetings
- Membership satisfaction survey
- Adhere to the budget approved by the Core Team

## Apply

Anyone (including youth members) wishing to apply for membership of this team should submit a CV and cover letter to [programmeservices@scouts.ie](mailto:programmeservices@scouts.ie) indicating Chief Scout Award project team in the subject field. Applications need to be in no later than 17.00 hours on Friday 31st July 2020. Interviews for the core team will be held from the following week.