

	Gasóga na hÉireann / Scouting Ireland			
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	Category: Event Team Terms of Reference			
	Programme Services Department: Explorer Belt Event Team 2025			
	Related Documents:			
Revision	Date	Description		
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Event Description

The Explorer Belt is an annual Scouting Ireland event for Rover Scouts. It's an opportunity for participants to learn and develop as they overcome challenges with limited resources on a 10-day international expedition. It's designed to help Rover Scouts acquire a real understanding of a different country, its people, and way of life by interacting with locals and completing a series of projects as they travel in pairs. Successful participants are awarded the prestigious Explorer Belt.

Team Selection

- Individuals with appropriate experience are invited to apply to join the team through a standard Open Call process.
- The Event Team Lead is appointed by the Programme Services Department Core Team following an interview process.
- Team members are appointed by the Team Lead and the Programme Services Department Core Team
- The ability to co-opt members onto the Explorer Belt Event Team to fulfil specialist roles may be done with the agreement of the Programme Services Core Team and Department Manager.
- Team appointments are dependent on up-to-date vetting, safeguarding training and fees, with no current DRAP issues

Duration of Term

Team Lead – 3 years

Team Member – 9 months commencing mid-December 2024

Team Purpose

The Event Team for 2025 will plan and deliver the Explorer Belt according to the required objectives and with guidance from the Programme Services Department Core Team. After the event, team members remain engaged to contribute to the review and report.

Team Member Requirements

- 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.
- Members are required to travel within Ireland for training purposes and abroad for the event. Transport to training is the responsibility of the 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 the 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
 - carry out a risk assessment, create a Risk Register and manage risks and issues that arise before, during and after the event
 - seek assistance from the Programme Services Department where issues and unforeseen circumstances arise before, during and after the event
 - be responsible for the event's adherence to Scouting Ireland's policies, relevant regulations and legislation of both Ireland and the host country, and sector best practice
 - 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 and Administration
 - First Aid
 - Driving
 - Translation
- It's 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. Efforts will be made to ensure a balance of both experienced and novice team members in the interest of building experience for future events.
- Possession of one of Scouting Ireland's 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 programme cycle used in Scouting Ireland.

Accountability

- Everyone 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 the 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 the event by the Explorer Belt Event Team Lead in conjunction with the Project Events Manager.
- The report will be submitted to the Programme Services Department Core Team for consideration. A meeting may also be required. Review reports should be submitted to the Programme Services Department Core Team within 6 weeks of the completion of the event.

Team Meetings

- 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 online 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/training 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 where they 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
- 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 Outcomes

The success of the event will be determined by the execution of the following:

- Deliver the Explorer Belt event in 2025.
- Design the event to ensure the number of participants is supported by the required number of volunteers to effectively run it. Up to 25 teams of two participants is manageable.
- 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.