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|  | Gasóga na hÉireann/Scouting Ireland | | | |
| | Policy Number | Issued | Last Amended | Next Review |
| | SID 149/17 | 24 th Sept. 2016 | 13 th May 2024 | |
| | Category: Membership and Appointments | | | |
| Head of Contingent for 26th World Scout Jamboree, Poland 2027 – Terms of Reference | | | | |

Scouting Ireland – Head of Contingent Role and Appointment Procedure

Purpose:

To lead the Irish Contingent to the 26th World Scout Jamboree in Poland, 2027

Objectives:

- To lead and manage the Scouting Ireland participation in the 26th World Scout Jamboree
- To recruit young people and adult volunteers to participate in the event
- To work with the relevant Scouting Ireland Departments to ensure correct oversight and governance of the activity in line with Scouting Ireland policy and procedures

Appointed by:

The Board of Scouting Ireland on the recommendation of the Interview panel

Accountable to:

- International Commissioner
- Board of Directors

Reports to:

- International Commissioner

Responsible for:

Contingent Management Team, Troop Leaders, International Service Team members and Youth Members

Internal Contacts:

International Team, Programme Services Department, and Scouting Ireland professional staff

External Contacts:

Jamboree Organising Team, Contingent Leaders from other National Scout Organisations and other statutory and voluntary organisations and suppliers

Key Tasks:

- Define, develop and promote a programme for the Scouting Ireland participation in the 26th World Scout Jamboree
- Recruit and lead a Contingent Management Team
- Develop job descriptions for all senior team leads
- Enter into mutual agreements with senior team leads regarding their specific roles

- Establish and agree a Service Level Agreement with National Office
- Oversee the recruitment and selection of all Contingent Members, either directly or indirectly
- Work in partnership with Scouting Ireland staff and other Scouting Ireland volunteers to plan, deliver and review the event
- Ensure that there is a positive legacy from this event including working to develop Contingent Members as future leaders
- Liaise with the event organisers and other external partners
- Support the lead Contingent Member responsible for finance in developing the event budget
- Ensure that the work of the Contingent is within budget for the project and in compliance with Scouting Ireland policy and procedures
- Provide regular management reports
- Oversee the preparations for the Contingent including the training and development of adult volunteers
- Lead the Contingent during their time in Poland and at any pre--- and/or post--- Jamboree events
- Ensure compliance with all legislative and Scouting Ireland policy regarding health and safety and safeguarding/child protection
- Ensure a full evaluation is completed post event and reported

Time commitment:

- The demands on a Jamboree Contingent Leader for a three year period are significant (throughout preparation, the event itself and then post---event evaluation and reporting). It is recommended that you would not take on any other major or time---demanding volunteer role during your time as Contingent Leader
- You will need to commit a significant amount of time to pre---event planning and meetings. These will amount to an average of ten weekends a year until December 2027, as well as significant periods at other times throughout the life of the project. In addition, there are likely to be two Heads of Contingent meetings requiring travel to Poland.
- You will need to commit to attending the Jamboree itself and will be out of the country for approximately three weeks in late July and the first half of August 2019.

Terms of appointment:

The appointment is for a term of approximately three years. The Head of Contingent shall remain in office for at least three months post the World Scout Jamboree or until such time as the affairs of the Scouting Ireland Contingent have been closed off and a final report has been sent to the International Commissioner and presented and accepted by the Board of Directors. This should be completed no later than December 2027.

This is a voluntary role and is unremunerated; however, reasonable expenses in line with the Association's expenses policy will be paid.

Please apply [HERE](#) before 31st May 2024