

	Gasóga na hÉireann / Scouting Ireland			
	No.:	Issued:	Amended:	Next Review Date:
	NSC-TOR-02	16th Dec 2019	7th May 2025	September 2025
	Category: Project Team – Terms of Reference			
	National Scout Centre's Campsite Team (Larch Hill, Lough Dan, and Castle Saunderson)			
	Related Documents:			

Description

The National Scout Centre's Campsites Team is a project team that provides local support to the National Scout Centres: Lough Dan, Larch Hill, and Castle Saunderson. Individuals may apply to join the team through an open call. Any member of the Project Team may put themselves forward for the role of Project Team Lead. The Core Team will conduct interviews and appoint a Project Team Lead to coordinate the team's work across each centre. Weekend Team Leads will be selected from within the team based on the recommendation of the Project Team Lead, with final approval from the Core Team or their delegate.

Duration of Term

Project Team duration: 36 months

Commencing: July 2025

Termination: June 2028

Open calls for these teams will be conducted in April and September each year.

Aims of the Team

The 'National Scout Centre's Campsite Teams (Larch Hill, Lough Dan and Castle Saunderson)' aims are as follows:

- To support or assist any group/customer that may require it.
- To provide excellent customer care for each person that arrives on site.
- To support the running of the National Scout Centres, led by a Weekend Team Lead.
- To complete assigned duties over the relevant weekend.
- To manage payments efficiently and correctly through Cinolla, ensuring all payments have been made by groups before departing.
- To support the centre staff in the operations of the centre, ensuring the customer is at the forefront.
- To adhere to relevant standard operating procedures and risk assessments where relevant and advised.
- Report all accidents and incidents to relevant staff member using this [FORM](#)
- Support catering operations as necessary (this does not apply to all centres)

Accountability

All persons on the '*National Scout Centre's Campsites Teams*' 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 all Standard Operating Procedures, Health and Safety Protocols and Risk Assessments on site. These documents are specific to each site and will be provided to all members on the On-Site Training Day. This is for the protection of all team members.

All members of the team must adhere to the Project Team [Code of Conduct](#) and will receive a Letter of Appointment.

The National Scout Centres' Manager or their delegate will administer the budget and monitor spend associated with this team. The name of this person and their contact details will be provided to all successful applicants.

Reviews

Reviews of the measurables and achievements of the project team will be conducted every six months (at a minimum) by Project Team Lead in conjunction with the National Scout Centres' Manager and submitted to the Core Team for consideration.

A report and review should be submitted to the Core Team by the Project Team Lead every 12 months. If the Project Team Lead steps down during the 36-month term, a report and review should be submitted prior to their finish date.

Assigned Duties

The Campsite Project Team members are requested to fulfil the following:

- Reception Duties
- Facilities Maintenance
- Meet & Greet
- Traffic Coordination
- Assist with Campsite Operations
- Communication
- Assist with Project Delivery

In return, the project team members will receive:

- Opportunities to develop skills and knowledge.
- Opportunities to meet new friends.
- Experience for CV and references provided.
- Staff neckerchief and apparel
- 1 camping weekend free per crew (See Appendix A for more information on 'Crews')
- Volunteer Appreciation Awards Day/Night

Project Team Communication

- All project team communications will be shared via Microsoft Teams or Emails.
- Communication will be delivered to the project team members through the Project Team Lead.
- Scheduled meetings between the Project Team Lead and team members will be mutually agreed within the team.
- The Project Team Lead will meet a minimum of six times a year with the Centre Manager/Operations Supervisor. The National Scout Centres' Manager will attend a minimum of 2 meetings per year, unless requested. Meetings will be conducted via Microsoft Teams.
- A comprehensive handover will be provided by centre staff to Weekend Team Lead. The Weekend Team Lead will be responsible for providing a weekend report, as this is site specific, guidance on how to complete this will be provided on the on-site training.
- All team members can bring any concerns to the attention of the Weekend Team Lead, or directly to the Project Team Lead, who will then pass to the relevant persons if necessary.

Additional Information

- All relevant changes regarding the running of the centres will be communicated from the Centre Manager/Operations Supervisor in as timely a manner as possible.
- 'National Scout Centre Campsites Team' members can apply to other project teams within the National Centres or other department project teams as they arise.
- Project roles and team structure will be defined by the Core Team.
- All individuals appointed to the project team must be formally approved 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
- Communication between staff and volunteers to be done through Microsoft 365 applications.
- 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](#) and [code of conduct](#) before taking up the role.
- 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 (This is not a public document; however, this can be achieved by following Standard Operating Procedures, Risk Assessments and other protocols determined by each centre. The 2-day Training for the project team will highlight some of the risks that need to be considered.)
- The work of the project team must be in line with good governance.

Training

Training for the 'National Scout Centres' Campsites Teams will be provided, and all members are required to attend two days' training. Members of the teams will be approved on completion of the training, signing of the project team code of conduct and completion of the verification process.

Measurables

- Maintaining accurate customer information on Cinolla
- Accurate billing and payment collection
- Contribution to site projects
- Completing the weekend report and ensuring it is submitted to the relevant person.
- Strive to provide a positive customer experience.
- Overall commitment to the project team.

Apply

To apply, please click [HERE](#)

Appendix A

Within the *National Scout Centres Campsite Team* in each centre, a number of crews will be formed of between 4 to 6 people. Each crew will volunteer on weekends throughout the year to assist with the running of the centre, while having fun, meeting new people and gaining experience.

This is an opportunity for

- Scouters, Rovers, and Ventures from within your own scout group to form a crew,
Or
- Scouters, Rovers, and Ventures from multiple scout groups to form a crew,
Or
- Scouters, Rovers, and Ventures to form a crew with new people within the project team.

Please Note:

Safeguarding Ratios Policies will apply.

Accommodation and food will be provided for each crew.