

Project Manager– Scouting Ireland

Full Time, 3-year Fixed Term Contract

Scouting Ireland is keen to recruit a Project Manager.

Key Responsibilities and Duties:

- Working with volunteer event team leads to ensure that events are run in a professional manner with reference to aim/function of event, budgeting/viability and health/risk and safety considerations.
- Providing key support for World Jamboree 2023, and National Conferences. (bookings, travel)
- Liaise with Event team leads to understand and develop the exact event requirements.
- Produce and maintain detailed project plans and working budgets with event team leads.
- Management and monitoring of event budgets to ensure breakeven/ reasonable surplus outcomes.
- Working with Management Team to ensure appropriate resources are available as required.
- To report as required to the Management Team on the status of ongoing projects.
- Ensuring that Risk assessment, Insurance, legal & H&S obligations are met.
- To undertake other, such reasonable duties, that may be assigned by the company from time to time.

Summary of Employment Terms and Conditions

Scouting Ireland Services CLG offers a range of tangible and intangible working benefits.

- The salary paid on a monthly basis, will be appropriate to the role and will consider the non-profit nature of Scouting.
- The successful candidate may be required to work during evenings and on weekends, when necessary, for which reasonable time off in lieu may be given. Attendance at events and conferences may be required.
- The holiday entitlement is 20 days per annum, plus public holidays.
- Scouting Ireland Services CLG has an Employee Assistance Programme.

The offer of appointment will be subject to:

- Successfully completing Garda Vetting/Access NI checks.
- Verification of relevant qualifications.
- Not taking on any other role in a voluntary or professional capacity that may lead to a conflict of interest with their employment.
- Where required, evidence of eligibility to live and work in Ireland.

To Apply: [Please Click Here](#)

Applications must be submitted no later than **14th of August 2022** and must include:

- A **Cover letter** outlining your suitability for the role.
- A CV.