



Information Pack for the role of:

Learning and Development Support Officer

Scouting Ireland Services CLG, National Office, Larch Hill, Dublin 16. D16 P023

July 2022



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Scouting Ireland

Scouting Ireland was founded in 2003 after the membership of Scouting Ireland (CSI) and Scouting Ireland (SAI) voted in favour of forming a single, all-Ireland, Scout association. Previous to this, Scouting had been operating in Ireland since 1908.

The aim of Scouting Ireland is to encourage the Social, Physical, Intellectual, Character, Emotional and Spiritual development of young people so that they may achieve their full potential and, as responsible citizens, to improve society.

Scouting Ireland achieves its aim through a system of progressive self-education, known as the Scout Method, the principal elements of which are:

- Voluntary membership of a group which, guided by adults, is increasingly self-governing in its successive age groups.
- Commitment to a code of living as expressed in the Promise & Law, the meaning of which is expanded as the member grows towards maturity.
- The provision of a wide range of attractive, constructive, and challenging activities, including opportunities for adventure and exploration both indoors and outdoors.
- The provision of opportunities for leadership and responsibility.
- Learning by doing.
- Encouragement of activity in small groups. An award scheme, which encourages participation in its full range of activities and provides recognition of individual and group achievements.
- Symbolic Framework.

Scouting Ireland has a membership of over 50000 people which includes 12000 adult volunteers. We operate in over 500 communities across the thirty two counties of Ireland and are supported by a staff of thirty-five professionals working in a variety of areas.

Details of the Scouting Ireland programme, governance structures, recent annual reports etc can be seen on www.scouts.ie.



Company Structure

The **Board of Directors** is the oversight body of Gasóga na hÉireann / Scouting Ireland.

The **Board Sub-Committees** act in a non-executive role advising the Board as per their terms of reference.

The **Chief Executive Officer** is appointed by the Board of Directors and is the most senior professional of Gasóga na hÉireann / Scouting Ireland. The CEO directs the work of the Professional Management Team to deliver on the strategic and operational objectives of the Company.

The **Department Managers** report to the CEO and are responsible for the managing the departments in line with the departmental charter, Gasóga na hÉireann / Scouting Ireland's Strategy, the risk registers and ensuring the Company is compliant with all relevant codes and legislation.



Title:	Learning and Development Support Officer
Reporting to:	Sustainable Development Support Officer
Remuneration:	€30-€35k
Starting Date:	October 2022
Equal Opportunities:	<ul style="list-style-type: none"> Scouting Ireland has an equal opportunities policy, which all employees and contractors are expected to develop an understanding of, with a commitment to equality of outcome.
Notice Period:	1 month
Probationary Period:	6 months
Contract Duration:	3-year fixed term contract
Contract Type:	<ul style="list-style-type: none"> Hybrid working (requirement to travel occasionally to meet with volunteers and training participants) 35-hour week accumulated via daytime or evening work Specified purpose contract via Irish Aid Grant Reporting to Programme Manager or designated line Manager
Application Process:	<ul style="list-style-type: none"> Please submit a curriculum vitae and an application letter outlining your interest in this role. Deadline Sunday the 14th of August 2022. Interviews will be held on the week commencing the 29th of August 2022. Queries should be emailed to recruitment@scouts.ie <p>To Apply: Please Click Here</p>
Garda Vetting	All posts in Scouting Ireland are subject to Garda Vetting.



<p>Reports to:</p> <p>Sustainable Development Support Officer</p>	<p>Direct Reports:</p> <p>None</p>
<p>Key Responsibilities of this role</p> <ul style="list-style-type: none"> • Support Volunteers in the facilitation of a new community leadership training (funded by Irish Aid) for young people (aged 15.5+) and their youth leaders (aged 18+) commencing October 2022. • Connect training participants with international youth groups to create shared spaces between youth groups to share and reflect upon common issues of interest to young people today. • Work with Scouting Ireland’s Diversity, Equality, and Inclusion team to support organisational development of inclusive youth work and global youth work competencies across Scouting Ireland. • Work with the Sustainable Development Support Officer to prepare an annual report of the project processes and updates. • Coordinate with NYCI, Scouting Ireland’s participation in NYCI’s (Youth 2030) One World Week Initiatives. • Collaborate across Scouting Ireland’s working partners in the youth work sector in Ireland and international partners via the international scouting movement. <p>Supports to aid your responsibilities in delivering the role:</p> <ul style="list-style-type: none"> • Inclusive Youth Work support from NYCI Intercultural & Equality Team. • Global Youth Work support from Youth 2030, NYCI. • Safeguarding support from Scouting Ireland’s Safeguarding Department. • Risk Management support from Scouting Ireland’s Programme Services Department. 	
<p>Working Relationships</p> <ul style="list-style-type: none"> • Programme Service Department. • Management Team. • All members of the Professional Staff. 	



Person Specification		
Specification	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> • Third-level qualification in Youth Work, Community Work, Development Studies or Intercultural Work (or equivalent). • Or • 3 years post qualification working experience in community-level learning environments. • Have a full clean driving license and use of a car. 	<ul style="list-style-type: none"> • Experience in devising, organising, and delivering training/facilitating.
Experience	<ul style="list-style-type: none"> • Understanding of supporting Volunteers in Youth Work settings. • Experience in using non-formal and experiential learning tools. 	<ul style="list-style-type: none"> • Experience in the use of monitoring and evaluation tools.
Relevant Skills and Aptitudes	<ul style="list-style-type: none"> • Committed to social justice work and inclusive youth work • Can engage learners of different abilities at the community level. • Can manage busy workloads in an effective and organised way with basic IT skills. • Can build and foster good working relationships with excellent written and verbal communication skills. 	<ul style="list-style-type: none"> • Understanding of the Youth Work Sector, Volunteer Work, and the Scouting Movement. • Have a high level of awareness of the global issues impacting young people today informed by Global Youth Work approach’.



Special Requirements	<ul style="list-style-type: none">• A strong understanding of Scouting Ireland's methods, ethos and aims.• Sound judgement and a strategic mindset.• High motivation, positive disposition, and flexible attitude in response to organisational change and development.	<ul style="list-style-type: none">• Flexibility to work frequently at weekends and evenings.
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Scouting Ireland's Core Behavioural Framework

1. Communication

Definition:

Expressing and listening to ideas effectively in individual and group situations (including nonverbal communication) adjusting language or terminology to the characteristics and needs of the audience.

Behavioural indicators

- Listen actively and respond accordingly.
- Deliver consistent and accurate messages both internally and externally.
- Use the appropriate vocabulary with the appropriate audience.
- Ensure non-verbal communication is appropriate to the audience.
- Ensure all communication is dealt with in a timely, responsible & courteous fashion.

2. Teamwork, flexibility & Partnerships

Definition:

Working effectively in varying environments with everyone to accomplish the strategy and objectives of Scouting Ireland, taking action that respects the contribution of others, and aligning personal objectives to the objectives of the organisation. Identify and act to build effective internal and external partnerships.

Behavioural indicators

- Collaborate in an open professional and effective way.
- Help out others when they seem snowed under if practically possible.
- Support colleagues with the completion of jobs when appropriate.
- If you have the skills, be prepared to share the knowledge where appropriate.
- Be prepared to take on new tasks as required or needed.
- Develop and invest in internal and external partnerships.

3. Member Focus

Definition:

Making the members and their needs a primary focus of one's actions and developing and sustaining productive member relationships.

Behavioural indicators

- Be friendly courteous and helpful at all times.
- Behave professionally at all times when dealing with members.
- Consider members' opinions in the context of the organisation.
- Be aware of the constraints that a member may have as they are volunteers.



4. Initiative & Delivery

Definition:

Taking prompt action to accomplish objectives making active attempts to influence events to achieve goals by self-starting rather than accepting passively, taking action to achieve goals beyond what is required, delivering on commitments, taking ownership of role tasks and areas of responsibility.

Behavioural indicators:

- Deliver your assigned tasks within the assigned time.
- Don't wait to be told what to do.
- Explore new and more efficient ways of completing tasks.
- Be prepared to suggest and take ownership of new initiatives.
- Deliver your initiatives with close attention to detail.