

	Gasóga na hÉireann / Scouting Ireland			
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	Category: Project Team – Terms of Reference			
National Scout Centres: National Scout Centres’ Events Project Team				
Related Documents:				
Revision	Date	Description		
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Description

The “*National Scout Centres’ Events Team*” is a new project team being formed to plan and deliver events at our National Scout Centres, Larch Hill, Lough Dan, and Castle Saunderson, during summer 2023. There are multiple roles within the team as outlined below. Individuals wishing to apply to be a part of this project team can do so through this open call.

Duration of Term

Project Team duration: 6 months

Commencing: 13th March 2023

Termination: 12th September 2023

Aims of the Team

The *National Scout Centres Events Team* aims are as follows:

- To assist with the planning and delivery of a schedule of events for summer 2023, suitable for Beavers Scouts and Cub Scouts to be delivered at the National Scout Centres.
- To ensure the events are delivered with financial and environmental sustainability at the fore.
- To ensure event programming is developed in conjunction with relevant Scouting Ireland departments and meets the organisations objectives.
- To create marketing and promotional material that adheres to Scouting Ireland’s communication strategy.

- To review the events and provide a report to help inform the future planning of National Scout Centre events.
- To ensure all Health and Safety regulations are adhered to during each stage of the planning and delivery of the events.

Accountability

All persons on the '*National Scout Centres' Events Team*' 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 the Project Team Code of Conduct and will receive a Letter of Appointment.

National Scout Centres' Manager or their delegate will administer the budget and monitoring spending associated with this team.

Reviews

Reviews will be conducted at the end of term of the project by the Project Team Lead in conjunction with the National Scout Centres Manager or their Delegate.

Reports and reviews should be submitted to the National Scout Centres Manager or their Delegate within 6 weeks of the completion of the project.

Team Roles

You are welcome to apply for more than one role. Please specify the role/roles you wish to apply for in your application. Interviews will be conducted by the Core Team and National Scout Centres Manager to appoint successful applicants into the following roles.

Project Team Lead: One position

The Project Team Lead will be responsible for coordinating and leading the National Scout Centres' summer 2023 Event Team in the delivery of three events across the National Scout Centres. They will maintain clear oversight and knowledge of the project by ensuring regular updates are communicated between the Programme Coordinator, Staff Coordinator and National Scout Centre Staff. The Project Team Lead will have the necessary skills and experience to provide support to the Programme Coordinator and Staff Coordinator in their duties. They will appoint suitable persons from the successful applicants to assist them with fulfilling the role of Project Team Lead. They will be responsible for procurement of event resources, ensuring the project is delivered within the pre-agreed budget, as determined by the National Scout Centres Manager. With the support of the National Scout Centres Project Team and the National Scout Centres Staff, the Project Team Lead will be responsible for ensuring the aims as of the project, as outlined above, are fulfilled.

Programme Coordinator: One position

The Programme Coordinator will be responsible for creating a programme of activities suitable for Beaver Scout and Cub Scouts, to be delivered at the National Scout Centres summer 2023 events. They will have the necessary skills and experience to ensure the events programme reflects the organisations' objective, whilst capitalising on the individual unique qualities of each of our National Scout Centres. They will be responsible for ensuring the necessary action is taken to ensure all programming meets the relevant Health and Safety regulations. They will be required to maintain an inventory of all equipment and resources used in the delivery of the events programme, ensuring all items are accounted for on the completion of each event. The Programme Coordinator will report to the Project Team Lead, ensuring all relevant information is efficiently communicated. They will liaise with the Staff Coordinator to best utilise the skills and experience of the successful applicants wishing to participate in the delivery of programme at the events.

Staff Coordinator: One position

The Staff Coordinator will be responsible for liaising with the Project Team Lead and Programme Coordinator to ensure the National Scout Centres summer 2023 events are sufficiently staffed to deliver the aims of the project as outlined above. The Staff Coordinator will have the necessary skills and experience to identify the staffing requirements of each event, ensuring to match the skills and experience of the Event Staff and Administration Support Staff with the requirements of each event. The Staff Coordinator will also be responsible for the care and well-being of the Event Staff and Administration Support Staff, ensuring all additional needs are catered for and considered when duties are being delegated. They will ensure all staff have the resources necessary to fulfil their role and that all staff in their care have received the relevant safety briefing to complete their duties in a safe, confident, and competent manner. The Staff Coordinator will report to the Project Team Lead, ensuring all relevant information is efficiently communicated.

Event Staff: Multiple positions

Event Staff, with the support and guidance of the Staff Coordinator, will assist with the planning and delivery of the National Scout Centres summer 2023 events. No previous experience is necessary to apply for these roles, however a desire to work collaboratively with other team members, and a willingness to share your skills, is essential. Event Staff will report to the Staff Coordinator, who will aim to match your skills with the needs of the event, whilst taking into consideration your preferences. Event Staff play a crucial role in ensuring the aims of the project are met and the expectations of the participant are exceeded.

Event Administration Support Staff: Multiple Positions

Administration Support Staff will have the skills and experience necessary to provide the Project Team Lead, Programme and Staff Coordinators with essential admin support. Duties will include, but are not limited to, drafting marketing materials, logging procurement, filing Risk Assessment, producing support documents i.e., timetables, orientation of sites etc, recording meeting minutes, centralising relevant team information. Administration Support Staff will report to Project Team Lead/Programme Coordinator or Staff Coordinators depending on the role allocated by the Staff Coordinator.

Meetings

The National Scout Centres Event Project Team will plan a schedule of meetings to best meet the needs of the project. These meetings will be attended by the project team members, the appropriate Staff member for each site and the National Scouts Centre manager when necessary. Staff from other relevant departments may be invited to attend meetings when necessary. Minutes of team meetings including action lists will be shared with the National Scout Centres Manager for consideration.

Additional Information

- Meetings will be conducted via teleconferencing platform and in person as appropriate.
- Additional project team roles and or changes to the team structure will be defined and agreed by the Core Team.
- 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.
- The work of the project team must support Scouting Ireland's Strategy.
- The work of the project team must not compromise the company's risk register.
- The work of the project team must be in line with good governance.

Measurable

- Deliver the National Scouts Centre summer 2023 coordinated events across 3 locations - Larch Hill, Lough Dan, and Castle Saunderson.
- Deliver the National Scouts Centre summer 2023 events, catering for 400- 500 Cub Scouts and 200 - 300 Beaver Scouts
- Deliver the National Scouts Centre summer events between May and August 2023.
- Deliver the National Scouts Centre summer 2023 events whilst adhering to the budget approved by the National Scout Centres Manager.
- Deliver the National Scouts Centre summer 2023 events whilst adhering to the organisation's objective.
- Deliver the National Scouts Centre summer 2023 events whilst adhering to the organisation's communication strategy.
- Deliver the National Scouts Centre summer 2023 events whilst ensuring all Health and Safety regulations are adhered to.

Apply

Applications can be submitted [HERE](#)