

	<b>Gasóga na hÉireann / Scouting Ireland</b>			
	<b>No.</b>	<b>Issued</b> Apr 26	<b>Amended</b>	<b>Next Review Date</b>
	<b>Category:</b>			
	Programme Team Core Team Member – Open Call			

<b>Related Documents</b>

<b>Revision Schedule</b>		
<b>Revision</b>	<b>Date</b>	<b>Description</b>
1	Apr 26	Initial Release

**⚠ ADULT VOLUNTEER ROLE — Open to persons aged 18+ only. All appointees must hold valid Garda Vetting / Access NI clearance per Scouting Ireland's Child Safeguarding Policy.**

### Description

The Programme Team Core Team Member contributes to the strategic direction and operational oversight of the Scouting Ireland Programme Team, working collaboratively to support the delivery of quality programme across all sections. This is a volunteer role carrying significant responsibility for the development, review, and improvement of the Scouting Ireland programme.

### Tenure

**Initial term:** 3 years from date of confirmation of appointment.

**Extension:** Subject to satisfactory performance review and Core Team approval, the term may be extended. Total cumulative tenure shall not exceed 6 years.

**Handover:** A structured debrief and handover process will take place at the conclusion of any term to ensure continuity.

### Eligibility

- Aged 18 or over at date of application.
- Current Scouting Ireland member, or willing to register prior to appointment.
- Valid Garda Vetting / Access NI clearance held
- Willing to adhere to Scouting Ireland Code of Conduct and all relevant policies.
- Relevant adult leadership or governance experience within Scouting Ireland or equivalent voluntary organisation.

### Accountability & Support

The Core Team Member is accountable to and supported by the Programme Team, must adhere to the Core Team Code of Conduct, and will receive a Letter of Appointment. Approved expenses are reimbursed per the Scouting Ireland Financial Handbook.

Role-specific induction is provided before commencement, with ongoing support from the Programme Manager. A debrief will take place at term conclusion to inform future team composition and development.

### Person Specification — Essential (E) & Desirable (D)

#### Experience & Knowledge

Criteria	E	D
Experience as a Scouter or adult volunteer within Scouting Ireland or an equivalent youth programme	✓	
Understanding of the Scouting Ireland programme framework and youth-led ethos	✓	
Experience in a team leadership, building or coordination role (voluntary or professional)	✓	
Knowledge of Scouting Ireland policies, procedures, and governance structures		★
Experience developing volunteer support resources, materials, or training		★
Woodbadge training complete or in progress	✓	

#### Skills & Abilities

Criteria	E	D
Strong organisational and planning skills with ability to meet deadlines	✓	
Clear and effective communication with a range of stakeholders	✓	
Ability to work collaboratively as part of a team, and independently	✓	
Demonstrated ability to build, motivate, and support a volunteer team to deliver agreed priorities in a positive and respectful team culture.	✓	
Proficiency with online communication and virtual meeting platforms		★
Report writing and documentation skills		★

#### Personal Qualities & Safeguarding

Criteria	E	D
Commitment to the values and mission of Scouting Ireland	✓	
Personal integrity, honesty, and trustworthiness	✓	
Self-motivated; able to take initiative and handle challenges confidently	✓	
Aged 18+ with valid or willingness to obtain Garda Vetting / Access NI clearance	✓	

Completion of or willingness to undertake Scouting Ireland safeguarding training	✓	
Commitment to ongoing personal and professional development		★
Experience in leading teams and effective decision making	✓	
Ability to analyse and negotiate	✓	

### Responsibilities

- Contribute actively to the Programme Team’s strategic and operational work, taking ownership of assigned actions and projects and maintaining momentum across agreed priorities.
- Support the Programme Team in delivering its agreed objectives and workplan.
- Liaise with relevant department support members and Team Leads to ensure coordinated and effective programme delivery.
- Contribute to the development of programme resources, materials, and supports for use across Scouting Ireland sections.
- Ensure adherence to Scouting Ireland policies, procedures, and governance requirements in all Core Team activities.
- Support the Core Team in meeting agreed targets on time and within budget, contributing expertise and effort as required.
- Participate in the ‘Mutual Agreement and Review’ process as applicable to the Core Team member role.
- Submit reports and updates to the Core Team as required; additional responsibilities subject to Core Team approval.

### Role Competencies

- Ability to contribute constructively to a volunteer team, including taking ownership of agreed actions, supporting colleagues, and following through on commitments.
- Operates with a positive, inclusive, and accountable approach that contributes to an effective team culture where volunteers are supported and recognised for their contribution.
- Collaborates with stakeholders and colleagues to contribute to a shared vision of high-quality programme delivery across Scouting Ireland.
- Able to address difficulties, underperformance, or interpersonal tensions constructively and in a timely manner.

### Teamwork

- Works effectively in a team and individually; integral to the Programme Team and its work.
- Builds effective stakeholder relationships; drives commitment to Scout promise, Law and method.
- Support the development of team members by encouraging participation, building confidence, and identifying opportunities for shared leadership.
- Personally honest, trustworthy; leads by example with ethics and integrity.
- Able to operate in a politically sensitive, volunteer-led environment.

### Assigned Duties

- Contribute to Core Team meetings and planning processes in line with Scouting Ireland policies.
- Attend all scheduled Programme Team / Core Team meetings and contribute actively to discussions and decision-making.
- Support the development and review of programme resources and respond to section support needs as directed by the Core Team.
- Contribute to programme reviews, pilots, and development initiatives across all sections.
- Other duties that may arise relevant to this Project Team.

### Attendance & Reviews

The Core Team Member must attend all scheduled Core Team / Programme Team meetings - quarterly in-person and monthly virtual. If unable to attend, advance notice must be given and a written update submitted prior to the meeting. Performance in the role will include not only delivery of agreed actions, but also the ability to build a constructive team dynamic, contribution to programme development, responsiveness to member support needs, and ability to maintain an effective working culture. Performance reviews are conducted every six months with the Programme Manager or designated Core Team lead. Annual reports must be submitted within six weeks of notification, interim reports to be submitted in advance of meetings as notified.

### Stepping Down

Where responsibilities are consistently unmet, the role will be reviewed and the individual may be asked to step down following an initial discussion. A Core Team Member may also voluntarily step down at any time with reasonable notice to allow an orderly transition.

- **The identified skill sets for this open call include:**

**Members who:**

- Demonstrate a strong understanding of the Scout Method and educational frameworks, with the ability to translate these into age-appropriate, engaging, and practical programme ideas.
- Have a sound understanding of pedagogy and learning theory, with the ability to apply age-appropriate, play-based and experiential learning approaches in line with the Scout Method and Scouting Ireland's educational frameworks.
- Bring structured thinking and planning skills, with experience of the full development cycle from concept and design through testing, review, and refinement.
- Have a curious, reflective, and learning-oriented mindset, and are open to research, feedback, and continuous improvement.
- Are committed to youth-shaped decision-making and embedding young people's voices meaningfully in programme development.
- Show awareness of wellbeing, Equality, Diversity and Inclusion (EDI), and how these inform safe, inclusive, and supportive programme design.
- Communicate clearly, positively, and supportively, and are reliable in following through on agreed actions.
- Are comfortable working collaboratively with multiple stakeholders across a national volunteer-led organisation.
- Understand audience needs and can adapt tone, content, and messaging appropriately for different contexts.
- Are confident and responsible users of social media as a communication and engagement tool.
- Demonstrate attention to detail, accuracy, and consistency, with respect for Scouting Ireland's brand guidelines and organisational voice.
- Have experience in developing programme resources and providing practical support to volunteers.
- Are comfortable working with end-to-end review processes and embedding continuous improvement into their work.
- Have the ability to work with data, including analysing information and drawing insights to inform programme decisions.

Core team members may be aligned a primary focus area in line with their skills, including Programme Development, Support, Projects, or Communications, while contributing collectively to the overall team objectives.

Core team members are expected to actively support and respect youth participation and youth shaped approaches in programme decision making.

**How to Apply:** Submit via the Scouting Ireland Online Application Form.

Demonstrate clearly how you meet the essential and desirable criteria.

**Minimum Age:** 18 years at date of application.

**Vetting:** Garda Vetting / Access NI clearance required prior to application.