



## Gasóga na hÉireann/Scouting Ireland

### Terms of Reference

#### Scouts Section Team Lead

Commencement Date	Term*	Mid-term Review Date
February 2024	3 Years	September 2025

### Background

The Scouts Section Team Lead position exists to promote and ensure consistency and quality in the delivery of the Scouts Section of the ONE Programme across all Provinces in the context of the Scout Method and aligned to the SPICES.

### Purpose and Scope of the Position

The Team Lead:

- Co-ordinates the work of the Scouts Section Support Team and leads to ensure targets agreed with the Core Team are met.
- Ensures the development of the Scouts section through participation and active involvement in a Programme review.
- Responds to requests for support from members in relation to the Scouts Programme and is proactive in developing supports.
- Ensures the efficient and effective functioning of the team, and where relevant, makes certain that projects/activities are delivered on time and within budget.
- Liaises with the Core Team and Programme Services Department (PSD) as required.
- Ensures that team members adhere to Gasóga na hÉireann / Scouting Ireland's policies and procedures.
- Reviews the work of team members using the Mutual Agreement and review process.
- Keeps a record of meetings/actions/activities or delegates this task.
- Is responsible for the submission of reports to the Core Team.
- May create additional roles in the team with agreement of team members and approved by the Core Team and the Programme Services Department.

### Team Members

The Team Lead:

- Selects team members with the Core Team and the PSD in a fair and transparent manner.
- Ensures team members are aware of their roles and responsibilities which are clearly stated in a Mutual Agreement.
- Clarifies the time offered by team members and confirms the agreed way changes to their availability are communicated. This is recorded in the Mutual Agreement

## Team Term

- The agreed 3-year term ensures maximum use of experience, promotes consistency and enables the team to achieve agreed goals.
- The review will be conducted in September 2025 and proposed changes must be discussed with team members, the Core Team and the PSD prior to a collective agreement.
- Where significant and irreconcilable differences arise, the team may seek to reduce the term or seek disbandment.

## Accountability

The Team Lead:

- Is accountable to the Core Team and the PSD manager (or delegate). Details of the role and responsibilities will be included in a Mutual Agreement with the Core Team
- Adheres to the Code of Conduct
- Adheres to the Scouting Ireland Financial Handbook in relation to all finances associated with the work of the team
- Is accountable to themselves, team members and relevant stakeholders and develops a Terms of Reference for the team with the team

## Team Terms of Reference

The Team Lead and team members develop Terms of Reference to guide their work and promote healthy team functioning. The following areas are included:

- Meetings – include frequency, duration and location of meetings, quorum for decision-making and any need for flexibility
- Team Culture and Expectations – refer to scouting values, expected attitudes and behaviours, and an agreed response to issues arising such as interpersonal difficulties, underperformance and poor communication

## Support/Training

- The Team Lead will receive specific training on their role and responsibilities on appointment.
- Regular and ongoing support is provided by the Core Team and the PSD
- At the end of their term, the team lead will be debriefed on their experience so they can positively influence the nature and work of future teams.
- Approved expenses will be reimbursed for expenditure incurred in carrying out this role as agreed and approved by the PSD Manager.

## Competencies

The Team Lead:

- Builds and sustains a high level of performance and addresses performance issues as they arise.
- Works collaboratively with stakeholders to set out a vision of high-quality services, focusing

<p>on the needs of the Gasóga na hÉireann / Scouting Ireland membership.</p> <ul style="list-style-type: none"> <li>• Motivates and supports team members and stakeholders.</li> <li>• Ensures team roles and responsibilities are assigned according to interest, knowledge, skill and availability. Roles that require a particular expertise must be described in Mutual Agreements to ensure standards are maintained.</li> </ul>
<p><b>Measurables</b></p>
<ul style="list-style-type: none"> <li>• Reviews the progress of team members at agreed intervals.</li> <li>• Provides Progress Reports to the Core Team and PSD as agreed.</li> </ul>
<p><b>Code of Conduct</b></p>
<p>All team members, including the Team Lead must adhere to the Code Of Conduct.</p>
<p><b>Additional Information</b></p>
<p>On appointment, the Team Lead may wish to include additional information with the approval of the Core Team and the PSD</p>

**Note**

These Terms of Reference are intended to be supportive, provide clarity and prevent potential problems. The Core Team and PSD are open to discussing them with the Team Lead on appointment.