	Gasóga na hÉireann / Scouting Ireland			
	No.: **PSD-TOR-12 – Crean Challenge 2024-2026**	**Issued:** **12th May 2020**	**Amended:** **8th March 2023**	**Next Review Date:** **March 2024**
	Category: Project Team – Terms of Reference			
	Programme Services Department: Crean Challenge 2024-2026 Event Project Team			
	Related Documents:			

Revision	Date	Description
1	12th May 2020	Document Issued
2	6th July 2020	To update team roles
3	4th March 2022	Updates to dates and roles
4	8th March 2023	Document Updated

Description

The Crean Challenge Project Team will be a project formed for the purpose of planning organizing and delivering the Crean Challenge event 2024-2026 for the Programme Services Department. Individuals can apply through an open call. A Project Team Lead, event lead will be appointed by the Programme Services Department Core Team and will lead this Project Team.

Duration of Term

Project Team duration: 36 months

Commencing: 1st April 2023

Termination: 31st March 2026

Aims of the Team

The Crean Challenge Project Team aims are as follows:

- To deliver a Crean Challenge that meets the organisation's objectives.

Accountability

All persons on the Crean Challenge 2024-2026 Team will be accountable to the Programme Services Department 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.

The project budget will be approved by the Programme Services Core Team and the Project Team Lead and Project Manager 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 Project Team Lead in conjunction with the Project Manager and submitted to the Programme Services Department Core Team for consideration by report and/or teleconference as required.

Reports and reviews should be submitted to the Programme Services Department Core Team within 6 weeks of the completion of the project.

Team Roles

The following roles will be recruited for:

Crean Challenge 2024-2026 Project Team Lead

Working with the relevant department support team member, (support staff) to plan, organise and deliver the event, create, and submit a budget, and work within this budget to achieve the project requirements. To work with the Project to develop and deliver the event plan.

To work with BÍS (Icelandic Boy and Girl Scout Association) to build on the good relationship in place in support of this event and future events.

To be responsible for the event's adherence to SI policies, relevant laws and regulations, and sector best-practice as applicable. To develop a health and safety plan for the event and ensure all health and safety measures are being followed during the event.

To manage the event team (Mentors, Administration Coordinator, Logistics Coordinator and Programme Coordinator)

Crean Challenge 2024-2026 Mentors

Working with the Event Lead to plan, organise and deliver the event.

To be a support to participants before, during and after the event (including the training weekends). To support participants to achieve the standards required for the Crean Challenge award. To be responsible for the health and safety of participants during the event (including the training weekends) and to assist the Event Lead in planning.

Please note that attendance on four training weekends, see Appendix for Dates, and the event itself is necessary to fulfil these roles.

Crean Challenge 2024-2026 Administration Coordinator

Working with the Event Lead to plan, organise and deliver the event.

To work with the Event Lead to develop and implement the criteria for the Crean Challenge award. To ensure that participants are suitably challenged within the framework of the Scouting Ireland programme. To ensure that the standards of the challenge may be completed safely. To work with the Programme Coordinator to ensure that the event programme allows suitable opportunity for participants to meet the standards of the challenge. To coordinate all communications and social media posts in line with Scouting Ireland procedures.

Please note that attendance on the event is necessary to fulfil this role. Attendance all training weekends is highly desirable.

Crean Challenge 2024-2026 Programme Coordinator

Working with the Event Lead to plan, organise and deliver the event.

To work with the event lead to design and support programme for all the training weekends and the Crean Challenge event. To work with the Administration Coordinator to ensure that the programme allows suitable opportunity for participants to meet the standards of the challenge.

To liaise with the Icelandic scout centre activities manager to coordinate delivery of programme in Iceland

Please note that attendance on three training weekends and the event itself is necessary to fulfil these roles.

Crean Challenge 2024-2026 Logistics Coordinator

Working with the Event Lead to plan, organise and deliver the event.

To work with the Programme Coordinator and the Administration Coordinator to ensure that all resources required are available for the training weekends, and to ensure the participants to meet the standards of the challenge.

To coordinate the transport requirements in Iceland for the event, including buses and support vehicle and to ensure that all equipment required in Iceland is available. To coordinate the accommodation and food requirements while in Reykjavik. Full EU/EEA driving license required.

Notes (all roles):

Please note the following for all the roles above:

- Attendance on the 2024 event (Friday 14th February to Saturday 22nd February 2024) is expected.
- A fee of €700 is payable to cover expenses during the 2024 event.
  Please Note: This is the fee for 2024, however, may vary per year.

- It is the responsibility of the applicant to ensure that they hold a suitable passport for travel to Iceland on the dates of the event.
- Whilst not essential, a full EU/EEA driving license may be an advantage in these roles.

Further roles may be introduced by agreement between the Event Lead and Project Manager and subject to approval by the Programme Services Department Core Team.

Meetings

Project Team meetings will be held monthly or more frequently as required. These meetings will be supported by the relevant department support team. Minutes of team meetings including action lists will be shared with the Programme Services Department Core Team and Department 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 Programme Services Department Core Team
- As this event takes place in Iceland a passport, current at the time of the event, is required.
- 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

- Plan, organise and deliver an Expedition of 8 days in Iceland based at BÍS campsite/premises including 2-night trekking expedition overnighting in mountain huts.
- 4 training weekends over 6 months prior to expedition (See dates in Appendix)
- Provide an event that challenges participants to achieve the required Crean Challenge standard.
- Adhere to the budget agreed by the Programme Services Department core team
- Participants work in patrols to develop personal and team-working skills.
- 75% of participants 'satisfied' or better.
- Ensure a Health and Safety plan and risk register is in place for the event.
- Ensure there is a clear defined relevant programme delivering on the aims of Scouting Ireland's Scout programme.

Apply

Applications for the above positions should be made online (CLICK HERE) before 31st March

Appendix

Training Dates 2023/2024

1. **28th July 2023 to 30th July 2023**
   Location: Curraghchase Scout Centre
2. **29th September 2023 to 1st October 2023**
   Location: Lough Dan Scout Centre
3. **17th November 2023 to 19th November 2023**
   Location: Burncourt Scout Centre
4. **12th January 2024 to 14th January 2024**
   Location: Carrauntoohil (Cronin's Yard, Kerry)