

	Gasóga na hÉireann / Scouting Ireland			
	No.:	Issued:	Amended	Next Review Date:
	VGS-TOR 001	July 2020	Oct 2024	Oct 2026
	Category: Team Lead - National Awards Project Team			
Volunteer & Group Support Department				
Related Documents: Membership Policy BOD-MA-001 National Awards Project Team VGS-TOR-002 National Awards Policy VGS-NAP-001				
Revision	Date	Revision		
1	July 2020	1		
2	10 th November 2024	2		

Gasoga na hEireann/Scouting Ireland values the contribution that Volunteers play in the running of all aspects of the organisation across all levels. Through the Volunteer & Group Support Department & Core Team, a Project Team will maintain responsibility for this recognition of the Volunteers in Scouting Ireland, the National Awards scheme as set out in the National Awards Policy. The Volunteer & Group Support Core Team will be responsible for the setting up and maintaining the activities of the National Awards Project Team.

Description

The National Awards Project Team is a Project Team within the Volunteer & Group Support Department. This Project Team will support the overall planning and development of National Awards in line with the Gasóga na hÉireann / Scouting Ireland Strategic Plan. Individuals can apply through an open call.

Project Team Duration: 37 months

Commencing: 01st February 2025

Termination: 28th February 2028

There will be an open call for the Project Team Lead.

Responsibility of the Project Team Lead

To be responsible to the Volunteer & Group Support Department for the efficient operation of the National Awards Project Team as set out in this document, adhering to the criteria set out in the National Award Policy.

The National Awards Team Lead

- Is a member of the National Awards Project Team.
- The National Awards Project Team Lead shall not hold a Team Lead position in another Project Team within the Volunteer & Group Support Department.
- Working with the relevant department Core Team member, to facilitate efficiently the running of the National Awards Project Team.
- Working with the relevant administrative staff member, to organise efficiently the functions of the

National Awards Project Team.

Has responsibility

- For ensuring that Gasóga na hÉireann / Scouting Ireland's policies & procedures are adhered to by the National Awards Project Team.
- To manage the project team, ensuring clear leadership and make sure targets agreed with the Core Team are achieved.
- Convening regular meetings of the National Awards Project Team, to consider the received applications for National Awards in line with the National Awards Policy.
- Use the Mutual Agreement and Review to review the work of team members.
- Responsible for the submission of reports to support staff of Scouting Ireland, and the Volunteer & Group Support Core Team, to include details of Awards applied for, declined, and approved for presentation.
- Further roles may be introduced with agreement between the National Awards Project Team Lead and National Awards Project Team and subject to approval by the Volunteer & Group Support Department.
- For ensuring the work of the National Awards Project Team is delivered on time and within budget.
- The submission of a budget to the Volunteer & Group Support Department in line with the aims of the National Awards Project Team.
- To give appropriate feedback on unsuccessful submissions for National Awards to parties lodging citations through the appropriate systems.
- Use IT skills to the best of their ability.

Role Competencies Leadership

- Brings a focus and drive to building and sustaining high levels of performance by the National Awards Project Team and addressing any performance issues as they arise.
- Collaborate with stakeholders to set out a vision of high-quality services, focusing on the needs of the Gasóga na hÉireann / Scouting Ireland membership.
- Motivates and support colleagues and stakeholders.
- Operates with self-assurance and demonstrates ability to manage challenging situations confidently.
- Maintains the confidentiality of applications and correspondence on behalf of the Scouting Ireland through the National Awards Project Team.

Teamwork

- Ability to work well within a team and as an individually, as appropriate.
- Communication with the Volunteer & Group Support Core Team dedicated liaison and National Awards Project Team members.
- Maintain communication channels regarding inquiries via email or other methods as appropriate.
- Places an emphasis on working as an integral part of the Volunteer & Group Support Department.
- Build and maintain effective relationships with relevant stakeholders.
- Drive and commitment to service values.
- Is initiative-taking and shows a desire to continuously perform at the highest level.
- Upholds the Scout Law and Scout Promise and these values.
- Through leading by example, fosters the highest standards of ethics and integrity.
- Demonstrate the ability to work in a politically sensitive environment.
- Promote through various methods of communications of Scouting Ireland the National Awards to the membership of Scouting Ireland

Accountability

- The Project Team Lead will be accountable to the Volunteer & Group Support Core Team and Volunteer & Group Support Department Manager or their representative.
- The Project Team Lead must adhere to the Project Team Code of Conduct and will receive a letter of appointment.
- Approved expenses will be reimbursed for expenditure incurred in carrying out this role as agreed and approved by the Department Manager.
- The Scouting Ireland Financial Handbook must be adhered to in relation to all finances associated with the work of the team.

Reviews

Reviews will be conducted every six months with the Project Team Lead and a member of the Core Team.

Assigned Duties

- To organise and lead the National Awards Project Team in line with Gasóga na hÉireann / Scouting Ireland policies and procedures.
- The Project Team Lead is responsible for ensuring the Project Team review and make recommendations on the National Awards Policy to the Core Team.
- Ensure that the planning, implementation and monitoring of the National Awards Policy which supports the Scouting Ireland strategy is delivered.
- Ensure the Development a project plan for increasing the awareness of the National Awards Policy.
- Other duties that may arise relevant to this project team.

Application For National Awards Project Team Lead

https://forms.office.com/Pages/ResponsePage.aspx?id=_bDp4kmVmEWIMGXcrKR75Qla_iNuNPVkoYomDYBIXx5UMzJESVVXQjdXQki5NVJNM1YzWkdZM0hJNC4u