

	Gasóga na hÉireann / Scouting Ireland		
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	Category: Designing and Developing Training Materials Project Team – Terms of Reference		
Related Documents:			
Revision	Date	Description	
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Description

The *'Designing and Developing Training Materials Project Team'*, will be a project team serving Scouting Ireland to design and develop a comprehensive set of training materials that support the training needs of Scouting Ireland's volunteers, staff, and members. The materials should be designed to deliver high-quality training that meets the needs of the organisation and its members.

A Project Team Lead will be appointed to lead this Project Team.

Duration of Term

Project Team Duration: 36 months

Commencing: 1st June 2023

Scope of Work

The team will be responsible for developing training materials that will be used to train Scouting Ireland's members (Scouters, Rover Scouters, Support Scouters). The materials should be designed to meet the following objectives:

- Provide high-quality, consistent training for all members of Scouting Ireland.
- Ensure that all members have the necessary skills and knowledge to carry out their roles and responsibilities effectively.
- Provide training materials that are relevant, engaging, and easy to use.
- Develop a training program that is flexible and adaptable to meet the changing needs of Scouting Ireland.
- Reflect the strategy of Scouting Ireland to offer flexible, hybrid solutions.
- Deliver the same standard and quality of materials regardless of medium & location.
- Develop materials that will be flexible to delivery in person, online and via e-learning platforms.

Tasks

The team will be responsible for the following tasks:



- In collaboration with Provincial Training Coordinators - Conduct a needs analysis to determine the training needs of Scouting Ireland's members, volunteers, and staff.
- Develop a comprehensive training program that includes training materials, assessments, and evaluations.
- Develop a set of training materials that are relevant, engaging, and easy to use.
- Ensure that the training materials are consistent with Scouting Ireland's values, mission, and vision.
- Develop a system for delivering training materials to members, volunteers, and staff.
- Test and evaluate the training materials to ensure that they are effective and meet the needs of Scouting Ireland.

Deliverables:

The team will be responsible for delivering the following:

- A comprehensive training program that includes training materials, assessments, and evaluations.
- A set of training materials that are relevant, engaging, and easy to use.
- A delivery system for training materials that is accessible and user-friendly.
- A report that evaluates the effectiveness of the training program and materials.

Makeup of the team:

The team will be constructed as follows:

- Team lead – will be appointed by core team and Training team Lead (3 beads or above)
- Minimum of 4 scouters – minimum of 2 beads. *It is desirable that there is a geographical spread across the 6 provinces.*
- Maximum of 2 external (co-opted) members – with specific expertise and for specific purpose.
- SI Training Officer (member of Scouting Ireland staff)



Accountability

The members of the *'Designing and Developing Training Materials Project Team'* are accountable to the Department Core Team.

All members of the *'Designing and Developing Training Materials Project Team'* must adhere to the Project Team Code of Conduct and will receive a Letter of Appointment.

The Project Team budget will be approved by the Department Core Team and the Project Team Lead will administer the budget and monitor spending associated with this team.

Reviews

A review will be conducted by the Project Team Lead, in conjunction with their team, and submitted to the Training team Lead and Core Team for consideration.

Meetings

The Project Team will meet as necessary. There will be the expectation that work on various tasks will be completed in between the meetings.

Additional Information

- Meetings may be conducted via teleconferencing platform and in person as appropriate.
- In consultation and by agreement with the Project Team, the Core Team may request additional duties to be assigned to the Project Team.
- In consultation and by agreement with the Project Team Lead, the Terms of Reference can be subject to change.
- 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 Scouting Ireland's Risk Register.



- The work of the Project Team must be in line with Good Governance

Criteria:

The profile of candidates on the project team should be

Qualifications:

- All members of scouting Ireland must have minimum of 2 beads.
- All **external** (co-opted) members must have bachelor's degree in Education, Instructional Design or a related field.
- Proven experience in design and development of training materials for adults.
- Strong project management skills, including the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Ability to work effectively as part of a team.
- Familiarity with e-learning tools and technologies is preferred.

Skills:

- Ability to conduct needs analyses and develop training programs that meet the needs of the target audience.
- Strong instructional design skills, including the ability to design training materials that are relevant, engaging, and easy to use.
- Ability to develop assessments to measure the effectiveness of the training materials.
- Strong project management skills, including the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Familiarity with e-learning tools and technologies is preferred.

Personal Attributes:

- Strong attention to detail.
- Ability to work independently and as part of a team.
- Ability to meet tight deadlines.
- Ability to adapt to changing requirements and priorities.
- Strong problem-solving skills.



Code of Conduct

To view the code of conduct for Project/ Support Teams [Please Click Here](#)

Application

To apply for this role [please fill out this form.](#)