

	<b>Gasóga na hÉireann / Scouting Ireland</b>			
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	<b>Category: Project Team – Terms of Reference</b>			
	<b>Volunteer and Group Support Department:</b> Interview Panel Project Team			
	Related Documents:			
<b>Revision</b>	<b>Date</b>	<b>Description</b>		
1	17 <sup>th</sup> January, 2022	Document Issued		

### Description

The *‘Interview Panel Team’* will be a project team serving Scouting Ireland within the Volunteer and Group Support Department. This team will support the overall planning and carrying out of interviews for the various Open Calls to be advertised. Individuals can apply through an Open Call. A Project Team Lead will be appointed by the Core Team and will lead this Project Team.

### Duration of Term

**Support Team Duration:** Permanent (36 months for membership)

**Commencing:** 1<sup>st</sup> of February 2022



## Aims of the Team

The *'Interview Panel Team'* aims are as follows:

- Assist the Core Team in the creation of the required recruitment documentation including the Open Call notice, Application form, Skills Audit document and Panel Composition forms.
- Set up an Interview Panel, based on the Interview Panel Matrix for each set of interviews.
- Hold an introductory meeting whereby the Panel members will be introduced to each other and have their role explained, as well as provided with the following information:
  - Terms of Reference for the position
  - Skills Audit documentation
  - Confidentiality statement and Guidelines for Interviewing
- Prior to the interview, provide Panel members with:
  - Application materials
  - Interview questions
- Provide input in the selection of the candidates.

## Accountability

The members of the *'Interview Panel Team'* are accountable to the Core Team and Department Manager, or their delegate, through the Project Team Lead.

All members of the *'Interview Panel 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 Core Team and the Interview Panel Team Lead will administer the budget and monitor spending associated with this team.



## Reviews

A review will be conducted every 12 months by the Project Team Lead in conjunction with their team and submitted to the Core Team for consideration.

An annual report should be submitted to the Core Team detailing the work carried out by the Interview Panel Team.

## Assigned Duties

1. Prepare the paperwork required for an Open Call to go out, on behalf of Scouting Ireland.
2. Work with the Core Teams of the different departments in the preparation of the above.
3. Prepare the paperwork required for the interview.
4. Formulate interview questions for the different interviews in conjunction with the relevant Core Team of the Department.
5. Assist with the running of the interviews.
6. Complete all follow up paperwork, post interview.
7. Ensure confidentiality at all times.
8. Maintain a register of specialist subject experts from the Interview Panel members, so that the most appropriate Panel Members can be chosen for specific interviews.
9. Other duties that may arise relevant to this project team.

## Meetings

The Project Team will meet as often as necessary to meet the demands of the interviews which need to be conducted.



### 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 Support Team.
- In consultation and by agreement with the Project Team Lead, the Terms of Reference can be subject to change by the Core Team.
- 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.

### Measurables

- Contribute members to different Interview Panels for the various Open Calls.
- Prepare an Annual Report on the work of the Interview Panel Team for the Core Team.

### Code of Conduct

To view the Code of Conduct for Volunteer Project Teams please [Click Here](#)

### Application

To apply for this role please [Click Here](#)