

	Gasóga na hÉireann / Scouting Ireland			
	No.	Issued	Amended	Next Review Date
	VGS-TOR-00A		December 2024	December 2027
	Category: Volunteer & Group Support Department			Title: - The Volunteer & Group Support Core Team Terms of Reference
Gasóga na hÉireann / Scouting Ireland				
Revision	Date	Revision		
1		Issued		
2	9 th December 2024	Updated		

Description

The Volunteer and Group Support Core Team

Membership Term

Project Team Membership Duration: 36 months Commencing appointment to Core Team with option of additional 36 months, National Training Team Lead (Commissioner) and the six elected Provincial Commissioners.

Core Team

1. The roles of the Core Team will be to provide advice and support to the department on the following matters:
 - Relevant policy development and revisions
 - Input strategic planning
 - Annual Budget Considerations
 - Input into the annual work programme based on strategic objectives/KPI's
 - Provide advice, support and mentoring for the work of the department relating to project teams
 - Provision of an Annual National Scouters Conference
 - Provision of an Annual Group Leader and Commissioners Conference

2. Members of the Core Team will be as follows:
 - Volunteers and staff members (including department manager) with the appropriate skills and experience
 - The Chair, who must be a volunteer, will be chosen from within the core team on an annual basis.
 - The National Training Team Lead (Commissioner)
 - The Elected Provincial Commissioners (Six/6)
 - The core team can co-opt member(s) as and when required.

3. The Department is there to support Scout Groups, Scout Counties, and Scout Provinces throughout Scouting Ireland across several areas:
 - Training
 - Awards
 - Membership, recruitment, retention & retirement
 - Governance
 - Heritage
 - Conflict and Dispute Resolution

Project teams

Project Teams and Support Teams will be established to carry out designated project(s) as required and defined by a Terms of Reference

Reporting

- The Department Manager reports to the CEO on behalf of the department and the core team
- The Core Team, through its Chair, will have access to the CEO
- The Departmental Manager and the Chair of the Core Team will have access to the relevant Board Sub Committee(s)
- Project Teams and Support Teams will report to the Core Team as stipulated in their terms of reference

Key Actions

These are based on strategy and agreed KPI' s in line with the principles contained within the Terms of Reference

Accountabilities

- Accountable to the CEO
- The Volunteer & Group Support Core Team will comply with Scouting Ireland's strategic plan, risk policy and governance as well as all relevant statutory guidelines and legislation in Northern Ireland and the Republic of Ireland
- Project teams and Support Teams will be accountable as per their Terms of Reference

Responsibilities

The Responsibility of the Core Team is:

Support

- Provide regular updates and information about the organisation and legislation to keep groups up to date with their responsibilities.
- Support all members at group level to deliver a quality scouting experience.
- Supporting groups to meet all their compliance needs.

Training

- Provide regular and country-wide trainings for volunteers to train, re-train and upskill according to Scouting Ireland's Policy
- Ensure training is provided by the most suitable, qualified trainers and ensure that is regular train- the-trainers sessions to provide peer-to- peer learnings and upskill new volunteers
- Ensure the entirety of the island is supplied with training opportunities, as appropriate.
- Allow consultation with groups to provide the most relevant training at appropriate intervals.
- Ensure a review and evaluation process is in place to monitor and review the current training.
- To anticipate training requirements and demand for courses.
- Review, monitor and evaluate activities of the Department Group Support.
- Support various aspects of group running by liaising and getting advice from various departments.
- Answer queries, give advice and help groups deal with any issues in a timely and efficient manner.

Heritage

- Ensure the heritage of the founding Associations and Scouting Ireland is recorded and secured.

Awards.

- Ensure there is an accessible process for groups to apply for awards.
- Administer the awards process efficiently.

Grievance, Dispute and Disciplinary

- Administer the disputes and complaints procedures.
- Provision of appropriate and qualified candidates for the correct running of these services.
- The writing and constantly updating of policy and procedures in relation to disputes and discipline, as appropriate.

Role Competencies

Leadership

- Brings a focus and drive to building and sustaining high levels of performance and addressing performance issues as they arise.
- Work collaboratively with stakeholders to set out a vision of high-quality services, focusing on the needs of Gasóga na hÉireann / Scouting Ireland membership.
- Motivates and supports colleagues and stakeholders.
- Operates with self-assurance and demonstrates ability to handle challenging situations confidently.



Teamwork

- Ability to work well within a team and individually, as appropriate.
- Places an emphasis on working together as an integral part of the Core Team.
- Builds and maintain effective relationships with relevant stakeholders.
- Drive and commitment to service values.
- Is self-motivated and shows a desire to provide the best quality scouting experience to our members.
- Through 'leading by example', fosters the highest standards of ethics and integrity.

Skill sets

The core team will be comprised of a number of members, who have a variety of skill sets and experience, to offer the best support and advice to the Volunteer and Group Support Department. The full complement of the team will be comprised of Department Manager, VGS staff, Scouting personnel and external/co-opted experts.