	Gasóga na hÉireann / Scouting Ireland			
	No.: FD-TOR-01	**Issued: 17/1/2022**	**Amended: N/A**	**Next Review Date: January 2023**
	Category: National Fundraising Project Team – Terms of Reference			
	Related Documents:			

Revision	Date	Description
1	17th January, 2022	Document Issued

Description

The National *Fundraising Project Team* will be a project team for the planning, coordinating, and implementing new national fundraising activities in support of the programmes, projects and activities of the organisation. Relevant staff will work with the team and support the different projects subject to availability. The 12 Days of Christmas is not included in this project team responsibility.

Individuals can apply through an open call and recruitment will be based on skills and experience. A Project Team Lead will be appointed and will lead this Project Team.

Duration of Term

Project Team Duration: 36 months

Commencing: 1st February 2022

Aims of the Team

Develop a fundraising workplan for the organisation for the next 36 months taking into mind the current Covid 19 restrictions.

There should be a separate workplan for the different fund models, such as:

- √ Major Gifts
- √ Regular committed giving
- √ Corporate donations
- √ Sponsorships
- √ Trusts and foundations
- √ Local/community fundraising
- √ Legacies
- √ Endowments
- √ Events
- √ Appeals

Accountability

All persons on the fundraising project team will be accountable to the Core Team and Department Manager through the Project Team Lead.

All members of the team must adhere to the Project Team Code of Conduct, complete a verification process, and will receive a Letter of Appointment.

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

Reviews

Reviews will be conducted annually by the Project Team Lead in conjunction with the Core Team. Reports and reviews should be submitted to the Core Team within 6 weeks of their completion.

Assigned Duties

1. Identify and maintain a database of existing and potential donors, funders, and sponsors
2. Plan the type of fund model approach that each fit into and record all communications and responses
3. Identify short-, medium- and long-term projects that can be delivered
4. Identify professional supports, marketing, budgets, timelines and any additional volunteer and staff supports required to implement specific national projects
5. Deliver fundraising projects within the first year to include a national all island fundraiser for Groups to participate in (e.g., 12 days of Christmas)
6. Identify funding opportunities for groups at local level and develop information supports, template information for applications and direct supports to assist with their applications

Meetings

Project Team meetings will be held monthly or more frequently as required. These meetings will be supported by the relevant Department Core Team. Minutes of team meetings including action lists will be shared with the Core Team and Department Manager for consideration.

Team Lead

Responsible for identifying required skills amongst the team, recruiting members to the project team, managing the resources within the team and liaising with the relevant Core Team and Department Staff.

Additional Information

- Meetings may be conducted via teleconferencing platform and in person as appropriate
- In consultation and by agreement with the Support Team the Chief Scout may request additional duties to be assigned to the Project Team
- In consultation and by agreement with the Chief Scout, 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 Support Team must support Scouting Ireland's Strategy
- The work of the Support Team must not compromise Scouting Ireland's Risk Register
- The work of the Support Team must be in line with Good Governance

Measurables

- Prepare an Annual Report on the work of the National Fundraising Team for the Board

Code of Conduct

To view the code of conduct for Project/ Support Teams Please Click Here

To Apply

To apply for this role please Click Here