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|  | <b>Gasóga na hÉireann / Scouting Ireland</b>                  |                 |                 |
|   | <b>No.:</b>   | <b>Issued:</b>  | <b>Amended:</b> |
|   |   | 07/06/2023      |                 |
|   | <b>Category: e-Learning Project Team – Terms of Reference</b> |                 |                 |
|   | Related Documents:  |                 |                 |
|   |   |                 |                 |
| Revision  | Date  | Description     |                 |
| 1   | 07/06/2023  | Document Issued |                 |
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## Description

The *'e-Learning Project Team'* is established to within the office of Training Team Lead to investigate, develop and implement the tools and techniques required to deliver an efficient e-learning platform.

Scouting Ireland, recognizes the importance of adopting modern learning methodologies to enhance the training and development of its members. In line with this objective, Scouting Ireland intends to establish an e-learning platform to provide accessible and interactive training resources for its members. To ensure the successful design, development and implementation of this platform, a dedicated project team will be set up to manage this change to learning within Scouting Ireland (SI)

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

## Duration of Term

**Project Team Duration:** 36 months

**Commencing:** 1<sup>st</sup> July 2023

## Scope of Work

The team will be responsible for the design, development and implementation of an e-learning platform for Scouting Ireland. The scope of this team shall include:

- Development of an e-learning strategy for SI, which shall encompass the Scouting Ireland strategic plan 2021 – 2025. This is stated as “continue to implement the use of digital technology to facilitate training where appropriate and to make our training more accessible and inclusive for volunteers”
- Design and Development of e-learning platform
- Communicate to all members the plans around developing and launching an e-learning platform.
- Design and deliver training on use of e-learning as a platform



- Work across staff and other project teams to ensure accurate records are retained for e-learning AND that these records are visible / reflected in the membership management systems as appropriate.

## Tasks

The Scouting Ireland E-Learning Platform Project Team will be responsible for the following tasks:

- Conduct a comprehensive needs analysis to determine the specific requirements of Scouting Ireland for the e-learning platform.
- Develop a project plan, including a detailed timeline, milestones, and deliverables.
- Design and develop the e-learning platform, ensuring it aligns with Scouting Ireland's branding and user experience guidelines.
- Collaborate with subject matter experts to identify and create relevant training modules and resources for the platform.
- Coordinate with IT personnel to ensure the platform's technical infrastructure is robust, secure, and scalable.
- Establish a testing process to identify and resolve any issues or bugs within the platform.
- Develop and implement a comprehensive training program to familiarize Scouting Ireland members with the e-learning platform.
- Monitor the usage and performance of the platform, collecting feedback and conducting regular evaluations.
- Provide ongoing support and maintenance for the e-learning platform, including updates, enhancements, and bug fixes.



## Deliverables:

The team will be responsible for delivering the following:

- Develop new online training and easy-to-use resource for volunteers<sup>1</sup>

## Makeup of the team:

The team will be constructed as follows:

- Team lead – will be appointed by core team and Training Team Lead (3 bead or above)
- Minimum of 3 scouters – new members with passion for e-learning welcome. *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 *e-Learning Project Team* are accountable to the Department Core Team.

All members of the *e-Learning 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.

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<sup>1</sup> Extracted from Scouting Ireland Strategic Plan 2021 to 2025



## 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:

- With the exception of the project team lead, it is not a requirement for Scouters to possess beads or be a member of a training panel – All members must commit to undertaking BAS training within 2 years.
- All **external** (co-opted) members must have experience in developing e-learning for another institution.
- 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:

- 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.](#)