

	Gasóga na hÉireann / Scouting Ireland			
	No.:	Issued:	Amended:	Next Review Date:
	CSD –TOR - 03	13th December 2019	1st January 2026	
	Category: Event Team Lead – Terms of Reference			
	Programme Services Department: National Cub Challenge Team Lead			
Related Documents:				
Revision	Date	Description		
1	13/12/2019	Document Issued		
2	01/01/2026	Document Amended		

Event Description

The National Cub Challenge is an annual Scouting Ireland event where Cubs develop independence and skills. The Cub Scouts build their own campsite, participate in programme, cook a test meal, and enjoy a communal campfire. This adventure brings together young Cub Scouts from across Ireland, offering opportunities to show what they have learned, to make friends, and to gain independence.

Team Lead Overview

The Team Lead is responsible for leading and managing a team to deliver agreed objectives and outcomes. The Team Lead works in conjunction with the Programme Services Department Core Team to ensure effective team performance, development, and accountability across all activities and projects assigned to the team.

Team Selection

- Individuals with appropriate experience are invited to apply to join as Event Team Lead through a standard Open Call process.
- The Event Team Lead is appointed by the Programme Services Department Core Team following an interview process.
- Team members are appointed by the Team Lead and the Programme Services Department Core Team.

- The ability to co-opt members onto the National Cub Challenge Team to fulfil specialist roles may be done with the agreement of the Programme Services Core Team and Department Manager.
- Team appointments are dependent on up-to-date vetting, safeguarding training and fees, with no current DRAP issues.

Duration of Term

Team Lead: 3 years

Commencing: 1st July 2026

Termination: 31st July 2029

Aims of the Team

The Team Lead's responsibilities include the following:

- To lead, manage, and develop the team to achieve assigned objectives and outcomes.
- To ensure effective planning, delivery, review and reporting on all team activities and projects.
- To foster a collaborative team environment that supports the delivery of the event.

Team Member Requirements

- All members of the National Cub Challenge Event Team must have a clear understanding of the aim and objectives of the National Cub Challenge Event.
- Team members will be expected to participate in the planning of the event, to attend the event, and to complete a full review of the event in conjunction with the Event Team.

Accountability

- The Team Lead will be accountable to the Programme Services Department Core Team and department manager or their delegate.
- All members of the team must adhere to the Team Code of Conduct and will receive a Letter of Appointment.
- Where applicable to the team's function, budgets will be approved by the Programme Services Department Core Team. The Team Lead will administer the budget, monitor spending, and produce regular financial reports.

Reviews

Reviews will be conducted at the end of term of the event by the Team Lead in conjunction with the Project Events Manager and submitted to the Programme Services Department Core Team for consideration.

Reports and reviews should be submitted to the Programme Services Department Core Team within 6 weeks of the completion of the event.

The Role

Cub Challenge Event Lead

Working with the relevant department support team member to select a location for the event, create and submit a budget, and work within this budget to achieve the event requirements. To work with the Project Events Manager to develop and deliver the event plan.

To be responsible for the event's adherence to Scouting Ireland policies, relevant laws and regulations, and sector best-practice as applicable. To develop a health and safety plan for the event and ensure all health and safety measures are being followed during the event.

To support the Event Core team in the delivery of the event.

Meetings

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

Additional Information

- Meetings will be conducted via teleconferencing platform and in person as appropriate.
- Additional event team roles and or changes to the team structure will be defined and agreed by the Programme Services Department Core Team
- The Scouting Ireland Financial Handbook must be adhered to
- All individuals appointed will be required to complete and agree to a verification process
- All individuals appointed to the event team must be formally approved by the Programme Services Department Core Team
- The work of the event team must support Scouting Ireland's Strategy
- The work of the event team must not compromise the company's risk register
- The work of the event team must be in line with good governance

Measurable

- Provide the National Cub Scout Challenge for Cub Scouts.
- Adhere to the budget approved by the Core Team
- Ensure a Health and Safety plan and risk register is in place for the event

- Ensure there is a clear defined relevant programme delivering on Scouting Ireland aims or part of its aims

Apply

Applications through Microsoft forms.