

	Gasóga na hÉireann / Scouting Ireland			
	No.	Issued July 26	Amended	Next Review Date
	Category:			
	Open Call – Terms of Reference - Youth Climate Justice Action Fund Project Team Lead			

Related Documents

Revision Schedule		
Revision	Date	Description
1	July 26	Initial Release

⚠ ADULT VOLUNTEER ROLE — Open to persons aged 18+ only. All appointees must hold valid Garda Vetting / Access NI clearance per Scouting Ireland's Child Safeguarding Policy.

Description

The Project Team Lead for the Youth Climate Justice Action Fund (YCJIP) coordinates the YCJIP Project Team, serving as the primary point of contact internally within the Programme Team and externally for membership support and queries relating to the programme. This is a volunteer leadership role carrying significant responsibility for the quality and integrity of the YCJIP programme across Scouting Ireland, including oversight of youth-led climate action projects and the LifeLeaders Impact Innovators Challenge.

Eligibility

- Aged 18 or over at date of application.
- Current Scouting Ireland member.
- Valid Garda Vetting / Access NI clearance held
- Willing to adhere to Scouting Ireland Code of Conduct and all relevant policies.
- Relevant adult leadership experience in a Scouting Ireland section, youth programme, or environmental / climate action context.

Tenure

Initial term: 3 years from date of confirmation of appointment.

Extension: Subject to satisfactory performance review and Core Team approval, the term may be extended following an open call process. Total cumulative tenure shall not exceed 6 years.

Handover: A structured debrief and handover process will take place at the conclusion of any term to ensure continuity.

Accountability & Support

The Team Lead is accountable to and supported by the Programme Team, must adhere to the Project Team Code of Conduct, and will receive a Letter of Appointment. Approved expenses are reimbursed per the Scouting Ireland Financial Handbook. Role-specific training is provided before commencement, with ongoing support from the Programme Manager. A debrief will take place at term conclusion to shape future teams.

Person Specification — Essential (E) & Desirable (D)

Experience & Knowledge

Criteria	E	D
Strong understanding of Scouting Ireland youth-led programme	✓	
Knowledge of climate justice, environmental action, or biodiversity themes relevant to the programme		★
Experience in a team leadership, building or coordination role (voluntary or professional)	✓	
Knowledge of Scouting Ireland policies, procedures, and governance structures		★
Experience developing volunteer support resources, materials, or programme content		★
Woodbadge training complete or in progress	✓	

Skills & Abilities

Criteria	E	D
Well-organised and able to coordinate tasks and supports effectively.	✓	
Communicates clearly and positively with volunteers, youth members, and staff.	✓	
Ability to work collaboratively as part of a team, and independently	✓	
Demonstrated ability to build, motivate, and support a volunteer team to deliver agreed priorities in a positive and respectful team culture	✓	
Confident using online tools for meetings, communication, and sharing information.		★
Report writing and documentation skills		★
Ability to support youth-led climate or environmental project design and delivery		★

Personal Qualities & Safeguarding

Criteria	E	D
Commitment to the values and mission of Scouting Ireland	✓	
Acts with honesty, integrity, and reliability at all times.	✓	
Self-motivated and willing to take initiative when needed, including dealing confidently with challenges.	✓	
Aged 18+ with valid Garda Vetting / Access NI clearance	✓	
Completion of Scouting Ireland safeguarding training	✓	
Willing to continue learning and developing skills through training and experience.		★

Responsibilities

- Support and facilitate the effective planning and Build, support, and maintain an effective YCJIP Project Team, including encouraging participation, clarifying roles, delegating work appropriately, and maintaining momentum across agreed actions and projects.
- Lead the YCJIP Project Team in the planning, coordination and oversight of all Youth Climate Justice Action Fund activity, including the LifeLeaders Impact Innovators Challenge and associated youth-led community actions.
- Organise efficiently the running of the Project Team with the relevant department support member.
- Develop the team and its competencies to support quality programme support and development.
- Ensure Scouting Ireland policies and procedures are adhered to by the Project Team, including those set out in the YCJIP SOP.
- Provide clear leadership; ensure Core Team targets are met on time and within budget.
- Use the 'Mutual Agreement and Review' process to review team members' work.
- Submit reports to the Core Team; additional roles subject to Core Team approval.

Role Competencies

- Ability to lead and coordinate volunteers effectively, including delegation, encouragement, constructive feedback, and follow-through on agreed actions.
- Creates a positive, inclusive, and accountable team culture where volunteers are supported, challenged appropriately, and recognised for their contribution.
- Collaborates with stakeholders to set a vision of high-quality services, supports and programme.
- Able to address difficulties, underperformance, or interpersonal tensions constructively and in a timely manner.
- **Teamwork:** Works effectively in a team and individually; integral to the Programme Team. Builds effective stakeholder relationships; drives commitment to Scout promise, Law and method.
- Personally honest, trustworthy; leads by example with ethics and integrity.

Assigned Duties

- Organise and lead the YCJIP Project Team in line with Scouting Ireland policies.
- Attend Programme Team meetings to represent the YCJIP Team.
- Ensure the Project Team responds to support requests and proactively develops supports for Scout Counties and youth members engaged in climate action activity.
- Drive YCJIP programme development through active involvement in Programme reviews, including the Ignite programme redevelopment where relevant.
- Coordinate with external partners (e.g. Youth Climate Justice Fund contacts, World Scouting Environment programme) as required.
- Support the delivery of micro-grant processes and youth-led community action reporting.
- Other duties that may arise relevant to this Project Team.

Attendance & Reviews

The Team Lead must attend all scheduled meetings of the Programme Team in addition to YCJIP Team meetings — quarterly in-person and monthly virtual. If unable to attend, a suitably informed team member must be nominated to represent the team and relay outcomes. Mutual Agreements are conducted every six months with the Core Team. Annual reports must be submitted within six weeks of notification; interim reports to be submitted in advance of meetings as notified.

Stepping Down

Where responsibilities are consistently unmet, the role will be reviewed, and the individual may be asked to step down following an initial discussion. An individual may also voluntarily step down at any time with reasonable notice to allow an orderly transition.

How to Apply: Submit via the Scouting Ireland Online Application Form.

Demonstrate clearly how you meet the essential and desirable criteria.

Minimum Age: 18 years at date of application.

Vetting: Garda Vetting / Access NI clearance required prior to application.