

	Gasóga na hÉireann / Scouting Ireland			
	No.	Issued July 26	Amended	Next Review Date
	Category:			
	Open Call – Terms of Reference – Messengers of Peace 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 Messengers of Peace Project Team Lead coordinates the Messengers of Peace 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 MoP relaunch across Scouting Ireland, including oversight of the MoP Starter Toolkit, Youth Facilitator Labs, pilot micro-grant scheme, and the Castle Saunderson Peace Hub model.

Tenure

Initial term: 2 years from the date of appointment.

Extension: Subject to satisfactory role review and Core Team approval, the term may be extended following an open call process. Any extension must align with WOSM grant reporting obligations.

Handover: A structured debrief and handover process will take place at the conclusion of the project term to ensure continuity and to support final grant reporting.

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 international / peace education context.

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 Messengers of Peace, World Scouting peace initiatives, or the UN Sustainable Development Goals		★
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		★
Experience supporting or delivering grant-funded projects, including evidence collection and reporting		★
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		★
Strong organisational and planning skills with ability to work to fixed external deadlines		★
Ability to support KPI tracking, grant reporting, and evidence management		★
Ability to support youth-led project design, delivery, and community impact work	✓	

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

- Build, support, and maintain an effective MoP Project Team, including encouraging participation, clarifying roles, delegating work appropriately, and maintaining momentum across agreed actions and milestones.
- Lead the MoP Project Team in the planning, coordination and oversight of all relaunch activity, including the MoP Starter Toolkit, Youth Facilitator Labs, pilot micro-grant scheme, and the Castle Saunderson Peace Hub model.
- Organise efficiently the running of the Project Team with the relevant department support member, including the Project Lead and Project Sponsor.
- Develop the team and its competencies to support quality programme development and delivery within the grant project period.
- Ensure Scouting Ireland policies and procedures are adhered to by the Project Team at all times.
- Provide clear leadership; ensure project milestones and grant targets are met on time and within budget. Use the 'Mutual Agreement and Review' process to review team members' work.
- Ensure the project is in a strong position to meet the interim grant reporting deadline of 15 September 2026 and the final reporting deadline of 15 December 2026.
- 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. Able to operate in a politically sensitive, volunteer-led environment.
- Understands the importance of grant compliance, donor visibility, and timely reporting as core project responsibilities.

Assigned Duties

- Organise and lead the MoP Project Team in line with Scouting Ireland policies and WOSM grant requirements.
- Attend Programme Team meetings to represent the MoP Project Team.
- Oversee the development of the MoP Starter Toolkit, ensuring it is practical, SDG-linked, and age-appropriate across sections.
- Support the design and delivery of four regional Youth Facilitator Labs, with a target of 210 trained participants.
- Support the design and management of the pilot micro-grant scheme to fund 12 youth-led local projects.
- Ensure the Project Team has systems in place to capture KPIs, evidence, attendance, and financial records in line with WOSM reporting requirements.
- Coordinate with the Project Lead, Project Sponsor, and Castle Saunderson Centre Manager on programme delivery.
- Other duties that may arise relevant to this Project Team and the MoP grant project.

Attendance & Reviews

The Team Lead must attend all scheduled meetings of the Programme Team in addition to MoP Project Team meetings, monthly virtual as a minimum, with additional meetings as required by the project timeline. If unable to attend, a suitably informed team member must be nominated to represent the team and relay outcomes. Performance reviews are conducted every six months, or at key project milestones. Progress reports must be submitted in advance of meetings as notified and in line with WOSM reporting deadlines. Key milestones: Soft launch Castle Saunderson 26–28 June 2026; Interim Grant Report 15 September 2026; Final Grant Report 15 December 2026; Project end 31 January 2027.

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.

