

	Gasóga na hÉireann / Scouting Ireland			
	No.	Issued July 26	Amended	Next Review Date
	Category:			
	Open Call – Terms of Reference – Sustainability 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 Sustainability Team Lead coordinates the Sustainability Team within the Programme Department and serves as the primary point of contact for matters relating to sustainability, environmental stewardship, climate action, and the integration of sustainable practices within Scouting Ireland's Youth Programme. This volunteer leadership role carries responsibility for supporting the development, promotion and implementation of sustainability initiatives, resources and educational opportunities that enable young people and adult volunteers to take meaningful action in support of environmental and social sustainability.

The Sustainability Team Lead will help strengthen Scouting Ireland's contribution to the Sustainable Development Goals (SDGs) through youth-led programme initiatives, partnerships, awareness campaigns and practical actions at local, county, provincial and national level.

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.
- Demonstrated interest or experience in sustainability, environmental education, climate action, community engagement, programme development, or leadership.

Tenure

Initial term: 3 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.

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.

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
Understanding of Scouting Ireland's Youth Programme and educational methods	✓	
Knowledge of sustainability, climate action, biodiversity, circular economy or environmental education		★
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 coordinating projects, campaigns or volunteer-led initiatives		★
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 youth-led initiatives and community action projects		★

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 and Safeguarding Training	✓	
Willing to continue learning and developing skills through training and experience.		★

Responsibilities

- Lead and support the Sustainability Team, fostering a positive and productive team environment.
- Develop and deliver sustainability initiatives that support Programme Department priorities.
- Promote environmental awareness and sustainable practices across Scouting Ireland.
- Support the development of resources, projects and opportunities that enable youth-led sustainability action.
- Work collaboratively with Programme Teams, volunteers and stakeholders to embed sustainability within Scouting Ireland's Youth Programme.
- Ensure team activities are aligned with organisational policies and strategic objectives.
- Provide regular updates and reports to the Programme Team.
- Support the recruitment, development and retention of Sustainability Team volunteers.

Assigned Duties

- Organise and lead the Sustainability Project Team.
- Attend Programme Team meetings and represent the Sustainability Team as required.
- Coordinate the creation, review and promotion of sustainability programme resources.
- Lead the development and delivery of sustainability awareness campaigns.
- Support the development of youth-led projects relating to environmental stewardship, conservation, biodiversity and climate action.
- Establish and maintain partnerships with relevant external organisations where approved.
- Support events, workshops, training opportunities and initiatives that promote sustainable practices.
- Promote alignment between sustainability initiatives and the UN Sustainable Development Goals.
- Maintain records, action plans and reports relating to Sustainability Team activities.
- Undertake additional duties relevant to the objectives of the Sustainability Team and Programme Department.

Role Competencies

- Ability to lead, support and motivate volunteers through effective delegation, communication and recognition.
- Creates a positive, inclusive and collaborative team culture.
- Demonstrates strong communication, relationship-building and stakeholder engagement skills.
- Balances strategic thinking with practical delivery to achieve agreed outcomes.
- Promotes youth participation, innovation and continuous improvement.
- Demonstrates integrity, accountability and a strong commitment to embedding sustainability within Scouting Ireland's Youth Programme.

Attendance & Reviews

The Team Lead must attend all scheduled meetings of the Programme Team in addition to Sustainability Team meetings. 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 milestones.

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.