

	Gasóga na hÉireann / Scouting Ireland			
	No.	Issued July 26	Amended	Next Review Date
	Category:			
	Open Call – Terms of Reference – Community Action and Fundraising Programme Project Team Members			

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 Community Action & Fundraising Team supports Scouting Ireland by planning, coordinating, and delivering fundraising activities at festivals and events nationwide. The team manages all aspects of event delivery, including engagement with organisers, logistics, volunteer coordination, and onsite operations. All funds raised are collected on behalf of and remain the property of Scouting Ireland, and are subsequently allocated to support youth-led initiatives and community projects delivered by members of Scouting Ireland.

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.

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 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	✓	
Experience in event planning, coordination, or delivery	✓	
Experience in fundraising and community engagement	✓	
Knowledge of Scouting Ireland policies, procedures, and governance structures		★
Knowledge of safe cash handling and basic financial procedures	✓	
Experience engaging with external stakeholders		★
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 manage responsibilities in a busy, live event environment	✓	
Confident using online tools for meetings, communication, and sharing information.		★
Ability to support promotion and visibility of Scouting Ireland at events		★

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

- Plan and coordinate Scouting Ireland fundraising presence at festivals and events
- Liaise with event organisers to secure opportunities and ensure compliance
- Organise rotas, volunteers, and logistics for each event
- Ensure all activities are delivered safely and in line with Scouting Ireland policies
- Represent Scouting Ireland positively in all public-facing engagements
- Collect funds on behalf of Scouting Ireland and ensure appropriate controls are in place at all times
- Accurately record, reconcile, and submit all income in line with Scouting Ireland financial procedures
- Ensure all funds are transferred to and recorded within Scouting Ireland accounts (no retention at local or individual level)
- Support reporting on how funds contribute to youth-led and community projects
- Contribute to continuous improvement of fundraising activities and processes
- Submit reports to the Core Team; additional roles subject to Core Team approval.

Role Competencies

- Ability to plan, organise, and deliver fundraising activities in a structured and effective way, including preparation, delivery, and follow-up.
- Works well as part of a team, supporting others and contributing to a positive and cooperative team environment.
- Communicates clearly and confidently with members of the public, event organisers, and internal stakeholders, representing Scouting Ireland in a professional manner.
- Demonstrates strong attention to detail and accountability when handling and recording funds, ensuring accuracy and transparency at all times.
- Able to adapt to changing circumstances in live event settings, responding calmly and practically to challenges as they arise.
- Understands the importance of financial controls, compliance, and safeguarding when working on behalf of Scouting Ireland.
- Builds positive relationships with stakeholders and contributes to the overall reputation and visibility of Scouting Ireland in the community.
- Shows initiative and a proactive approach to improving fundraising activities and team effectiveness.

Assigned Duties

- Attend and support agreed festivals, events, and fundraising activities on behalf of Scouting Ireland
- Coordinate setup, operation, and breakdown of event activities and equipment
- Engage with the public and represent Scouting Ireland in a positive and professional manner
- Collect and record payments in line with agreed financial procedures
- Complete post-event reconciliation and ensure all funds are submitted correctly
- Work with the team to ensure proper controls and smooth delivery at each event
- Provide short event reports, including financial returns and key learnings
- Other duties that may arise relevant to this Project Team.

Attendance & Reviews

Team members are expected to attend agreed planning meetings and participate in scheduled fundraising events throughout the term. Attendance at key events is essential to ensure effective delivery of activities. If unable to attend, reasonable notice should be provided to allow alternative arrangements.

A light-touch review will take place during and at the end of the term to reflect on performance, support development, and capture learnings to improve future fundraising activities.

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.