

	Gasóga na hÉireann / Scouting Ireland			
	No.	Issued July 26	Amended	Next Review Date
	Category:			
	Open Call – Terms of Reference – EDI 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 Equity, Diversity & Inclusion (EDI) Team supports Scouting Ireland in embedding inclusive practices throughout the Youth Programme and wider organisation. The team promotes equality of opportunity, supports the development of inclusive resources, advises Programme Teams on accessibility and participation, and helps create an environment where every young person and adult volunteer feels welcome, respected and valued. The team acts as a subject-matter resource to support the implementation of Scouting Ireland's Equality, Diversity and Inclusion Statement and contributes to the development of guidance, training and programme initiatives that increase participation and belonging across the movement.

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 EDI Team Lead, 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
Commitment to equity, diversity and inclusion principles	✓	
Understanding of the Scouting Ireland Youth Programme	✓	
Experience supporting diverse groups of young people and adults	✓	
Knowledge of Scouting Ireland policies, procedures, and governance structures		★
Understanding of accessibility, equity and inclusive practice	✓	
Experience developing resources, guidance or training materials		★
Woodbadge training complete or in progress	✓	

Skills & Abilities

Criteria	E	D
Ability to listen, empathise and support constructive discussions	✓	
Communicates clearly and positively with volunteers, youth members, and staff.	✓	
Ability to work collaboratively as part of a team, and independently	✓	
Ability to identify barriers and propose practical solutions	✓	
Confident using online tools for meetings, communication, and sharing information.		★

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 the implementation of Scouting Ireland's Equality, Diversity and Inclusion Statement.
- Advise Programme Teams and national volunteer groups on inclusive practices and accessibility.
- Assist in identifying and reducing barriers to participation within Scouting.
- Develop and review programme resources through an EDJ lens.
- Support awareness campaigns and initiatives that promote belonging and inclusion.
- Contribute to the development of training materials and educational resources.
- Promote meaningful participation for young people from diverse backgrounds.
- Assist in gathering feedback and identifying emerging inclusion needs across the organisation.
- Contribute to reports and recommendations for the Programme Team.
- Support organisational events and initiatives where EDJ expertise is required.
- Undertake additional work as approved by the Programme Team.

Role Competencies

- Demonstrates a strong understanding of equity, diversity, inclusion and accessibility principles.
- Promotes a culture of belonging, respect and participation throughout Scouting Ireland.
- Works collaboratively and constructively with volunteers, staff and young people.
- Communicates sensitively and effectively on a range of inclusion-related topics.
- Applies an inclusive and solution-focused approach to identifying barriers.
- Supports the development of practical and achievable improvements.
- Maintains confidentiality and professionalism when dealing with sensitive matters.
- Contributes positively to organisational learning and continuous improvement.

Assigned Duties

- Attend regular EDJ Team meetings.
- Contribute to specific projects, working groups or consultations.
- Review programme resources and provide recommendations.
- Assist with the creation of inclusive guidance, tools and supports.
- Support delivery of webinars, workshops or awareness sessions where required.
- Engage with stakeholders across Scouting Ireland to promote inclusive practices.
- Prepare brief reports on assigned projects and activities.
- Support the collection and sharing of examples of positive inclusive practice across the organisation.
- Other duties relevant to the aims of the EDJ Team.

Attendance & Reviews

Team members are expected to attend agreed planning meetings and actively contribute to agreed projects and initiatives. Team members should participate in relevant training and development opportunities and support the agreed Programme Team activities where appropriate.

A light-touch performance and development review will take place periodically throughout the term and at its conclusion.

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.