

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

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 Team Mentor supports the Youth Climate Justice Action Fund Project Team by providing direct, one-to-one and small-group mentoring to young people delivering youth-led climate action projects, including participants in the Life Leaders Impact Innovators Challenge. This is a volunteer support role carrying responsibility for the day-to-day quality, safety, and progress of youth-led project work, ensuring young people are appropriately supervised, projects remain productive and on track, and participants are supported to build new skills throughout their involvement in the scheme

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 of support for mentees.

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 experience mentoring, supervising, or supporting young people in a Scouting Ireland section, youth programme, or comparable youth-work setting.

Accountability & Support

The Team Mentor is accountable to and supported by the Youth Climate Justice Action Fund Project 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, including on safe supervision ratios and safeguarding, is provided before commencement, with ongoing support from the Project Team Lead and Programme Manager. A debrief will take place at term conclusion to shape future mentoring support.

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

Experience & Knowledge

Criteria	E	D
Strong understanding of Scouting Ireland's youth-led programme approach	✓	
Experience mentoring, coaching, or supervising young people (voluntary or professional)	✓	
Knowledge of climate justice, environmental action, or biodiversity themes relevant to the programme		★
Knowledge of Scouting Ireland policies, procedures, and safeguarding requirements	✓	
Experience supporting the design or delivery of project-based or skills-based youth work		★
Woodbadge training complete or in progress		★

Skills & Abilities

Criteria	E	D
Well-organised and able to support several young people or project teams concurrently	✓	
Communicates clearly, patiently, and positively with young people, volunteers, and staff	✓	
Ability to assess and maintain appropriate levels of supervision for youth-led activity	✓	
Skilled at identifying learning and skills-development opportunities within project work	✓	
Able to give constructive, encouraging feedback that keeps projects productive and on track	✓	
Confident using online tools for meetings, communication, and sharing information		★
Report writing and documentation skills		★

Personal Qualities & Safeguarding

Criteria	E	D
Commitment to the values and mission of Scouting Ireland	✓	
Acts with honesty, integrity, and reliability at all times	✓	
Patient, approachable, and able to build trust with young people	✓	
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

- Provide regular, appropriate mentoring support to young people engaged in YCJIP projects, ensuring each mentee has clarity on goals, tasks, and timelines.
- Maintain appropriate and consistent levels of supervision for youth-led project work in line with Scouting Ireland safeguarding requirements and age-appropriate risk assessment.
- Work with mentees to keep project work productive, helping them plan realistic milestones and troubleshoot obstacles as they arise.
- Identify and actively support opportunities for skills enhancement, including leadership, teamwork, communication, and technical or project-specific skills relevant to each young person's project.
- Liaise with the YCJIP Project Team Lead on mentee progress, concerns, and support needs, escalating safeguarding or welfare matters promptly and appropriately.
- Ensure Scouting Ireland policies and procedures are adhered to in all mentoring interactions, including those set out in the YCJIP SOP.

Assigned Duties

- Support an agreed caseload of young people or project groups participating in YCJIP, including LifeLeaders Impact Innovators Challenge entrants.
- Attend YCJIP Project Team meetings to represent mentoring activity and mentee progress.
- Check in regularly with mentees to review project progress, supervision arrangements, and any support needs.
- Help mentees plan, sequence, and reflect on project tasks so that work remains productive and achievable within agreed timeframes.
- Support the identification of relevant training, resources, or peer connections to enhance mentees' skills.
- Coordinate with Scout Counties, section leaders, and, where relevant, external partners to ensure mentee supervision arrangements are appropriate and consistent.
- Support micro-grant processes and youth-led community action reporting where mentee projects are involved.
- Other duties that may arise relevant to this Project Team.

Role Competencies

- Ability to mentor and motivate young people effectively, including setting expectations, encouragement, constructive feedback, and follow-through.
- Creates a supportive, safe, and encouraging environment where young people are appropriately challenged and recognised for their contribution.
- Sound judgement in assessing supervision needs and stepping in early where a project or mentee relationship needs additional support.
- Collaborates with the Project Team and other mentors to maintain consistent standards of mentoring and supervision across the scheme.
- Able to address difficulties, underperformance, or interpersonal tensions constructively and in a timely manner.
- Teamwork: works effectively within the Project Team and independently; builds effective relationships with mentees, volunteers, and staff.
- Personally honest, trustworthy; leads by example with ethics and integrity.

Attendance & Reviews

The Team Mentor must attend all scheduled YCJIP Project Team meetings, quarterly in-person and monthly virtual, and maintain regular contact with assigned mentees appropriate to project timelines. If unable to attend a meeting, a suitably informed team member must be nominated to represent mentoring updates. Mutual Agreements are conducted every six months with the Project Team Lead. Annual reports must be submitted within six weeks of notification; interim reports on mentee progress are 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 and appropriate handover of mentee relationships.

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.