

	Gasóga na hÉireann / Scouting Ireland			
	No.	Issued July 2026	Amended	Next Review Date
	Category:			
	Terms of Reference – Programme Development Team Member			

Related Documents

Revision Schedule		
Revision	Date	Description
1	July 26	Initial Release

Description

The Programme Development Team Member works with the Programme Development Project Team, Programme Team, relevant teams and the Programme Development Manager (staff) to manage, coordinate and deliver agreed elements & workstreams of the IGNITE programme development plan. The goal of the programme development plan is to evolve ONE programme to deliver high-quality, youth-centred programme frameworks and supports that align with Scouting Ireland's educational proposal, underpinned by the Scout Method, the SPICES and the Plan-Do-Review framework. The goal is to evolve to a cohesive, effective and inspiring programme that is in the hands of young people and that supports Scouters to support young people effectively throughout their journey in Scouting.

Eligibility

- Current Scouting Ireland member.
- Valid Garda Vetting / Access NI clearance held (if 18+)
- Willing to adhere to Scouting Ireland Code of Conduct and all relevant policies.
- Relevant leadership experience within Scouting Ireland or equivalent voluntary organisation.

Tenure

Term: 3 years from date of confirmation of appointment.
Role review within 4 months of commencement.

Accountability & Support

The Programme Development Team Member is accountable to and supported by the Programme Development Team Lead. This team is supported by the Programme Core Team and works in close collaboration with the Programme Development Manager, Programme & Workstream Team Leads and other staff and team leads as required.

Team members must adhere to the Core Team Code of Conduct and will receive a Letter of Appointment. Approved expenses are reimbursed per the Scouting Ireland Financial Handbook.

Role-specific induction is provided before commencement, with ongoing support from the Programme Team. A debrief will take place at term conclusion to inform future team composition and development.

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

Experience

Criteria	E	D
Deep understanding of Scouting Ireland's ONE programme and youth-led experiences	✓	
Experience managing/delivering national, provincial, or large-scale programme initiatives and teams	✓	
Experience and understanding of educational methods	✓	
Demonstrated ability to work constructively with volunteer and staff teams	✓	
Woodbadge training complete or in progress	✓	
Experience mentoring or advising volunteers or teams		★
Project Management experience in the areas of research, design, development		★
Experience designing and developing programme, initiatives, support materials		★
Expertise in one or more of the following: research, analysis, writing/editing, graphic design, publication design, apparel design, illustration, content creation, web/app development, educational programme development or similar	✓	

Skills & Abilities

Criteria	E	D
Well-organised and able to coordinate or work in teams and workstreams effectively.	✓	
Communicates clearly and positively with volunteers, youth members, and staff.	✓	
Ability to work collaboratively as part of a team and independently	✓	
Able to assess proposals, be self-critical, and offer calm, constructive feedback & recommendations	✓	
Confident using online tools for meetings, communication, and sharing information.	✓	
Prepare clear written notes, guidance, and updates as required	✓	
Happy to develop ideas in detail regardless of authorship, working under direction and within guidance	✓	

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 on appointment (if 18+)	✓	
Completion of or willingness to undertake Scouting Ireland safeguarding training	✓	
Willing to continue learning and developing skills through training and experience.		★
Experience supporting, mentoring, or encouraging volunteers in their roles.	✓	

Responsibilities

- Support and facilitate the effective planning and delivery of Scouting Ireland's youth programme and related supports.
- Support capacity building for programme development and youth involvement.
- Help coordinate communication and alignment between Programme Teams, Workstreams, and related projects.
- Identify support needs and provide recommendations within their team and to the relevant leads.
- According to their areas of expertise support research, analysis, idea development, content creation and roll out within assigned workstreams and programme development pilots and projects.
- Help develop and deliver the IGNITE plan and related tracking/planning tools within their areas of expertise.
- Support the interview and selection of development team volunteers and professional expertise if required.
- Contribute to the development and ongoing review of relevant policies and procedures, ensuring they match development and are fit for purpose.
- Promote consistency, quality, and adherence to Scouting Ireland policies and safeguarding standards.

Role Competencies

- Well organised and able to plan, prioritise, and support the timely completion of agreed actions.
- Broad experience of national and international scout and youth programmes.
- Good understanding of how events are planned and run, including practical considerations such as logistics, budgets, and safeguarding.
- Works collaboratively and in a solution-focused way to support Programme Teams and workstreams to deliver successfully.
- Takes responsibility for agreed tasks and follows through reliably on commitments.
- Builds positive working relationships and demonstrates sound judgement, integrity, and respect in a volunteer-led environment.
- Demonstrates good judgement, discretion, and integrity, especially when dealing with sensitive or challenging situations.
- Works well within a volunteer-led organisation, showing inclusive, respectful, and accountable behaviour.
- Provides practical, hands-on support and guidance to Programme Teams and workstream participants.

Assigned Duties

- Attend scheduled coordination and planning meetings.
- Provide regular updates to the Programme Core Team.
- Respond to support requests from Programme Team Leads.
- Assist in identifying training, resource, or guidance needs.
- Other duties that may arise relevant to this role.

Attendance & Reviews

- Meeting frequency is agreed with the Programme Team and reflecting the agreed programme development plan as it evolves. Regular engagement and updates are expected.
- Core Team, Programme Team & planned meetings - quarterly in-person and monthly virtual. If unable to attend, advance notice must be given and a written update submitted prior to the meeting.
- Performance in the role will include not only delivery of agreed actions, but also the effectiveness of facilitation and support, quality of collaboration and communication, contribution to consistency and learning, and adherence to safeguarding and organisational standards. Annual reports must be submitted within six weeks of notification, interim reports 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.

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.