



Head of Contingent for Roverway 2028

Terms of Reference

Purpose:

To lead the Irish Contingent to the Roverway 2028

Objectives:

- To lead and manage the Scouting Ireland participation in Roverway 2028
- To recruit young people and adult volunteers to participate in the event
- To work with the relevant Scouting Ireland Departments to ensure correct oversight and governance of the activity in line with Scouting Ireland policies and procedures

Appointed by:

- International Commissioner

Accountable to:

- International Commissioner
- Board Sub-committee

Reports to:

- International Commissioner

Responsible for:

Contingent Management Team, International Service Team members and Participants

Internal Contacts:

International Team, Programme Department, Operations Department, Safeguarding Department and Scouting Ireland professional staff

External Contacts:

Roverway Organising Team, Contingent Leaders from other National Scout Organisations, other statutory and voluntary organisations and suppliers

Key Tasks:

- Define, develop and promote a programme for Scouting Ireland's participation in Roverway.
- Recruit and lead a Contingent Management Team (CMT).
 - Develop job descriptions for all senior team leads within the CMT.
 - Enter into mutual agreements with senior team leads regarding their specific roles.
- Establish and agree a Service Level Agreement with National Office where appropriate.
- Establish direct links with the Safeguarding Department, ensuring compliance for adult team and appropriate Safeguarding, and Welfare supports are in place in the lead up to the event
- Oversee the recruitment and selection of all Contingent Members, either directly or indirectly.
- Work in partnership with Scouting Ireland staff and other Scouting Ireland volunteers to plan, deliver and review the Irish contingent's part in the event.
- Ensure that there is a positive legacy from this event, including working to develop Contingent Members as future leaders.



- Liaise with the event organisers and other external partners.
- Support the lead Contingent Member responsible for finance in developing the event budget.
- Ensure that the work of the Contingent is within budget for the project and in compliance with Scouting Ireland policies and procedures.
- Provide regular management reports, demonstrating how key outcomes are being met.
- Oversee the preparations for the Contingent, including the training and development of adult volunteers, travel, apparel provision and programme.
- Ensure the Roverway experience complements the Venture and Rover Scout programmes.
- Explore ways to reduce cost as a barrier to participation, especially for participants.
- Ensure that environmental sustainability is considered throughout the Contingent's planning.
- Lead the Contingent during their time in Switzerland and at any pre-and/or post events.
- Ensure compliance with all legislative and Scouting Ireland policies regarding health and safety.
- Ensure that a Welfare team is part of the Contingent Management Team.
- Ensure a full evaluation is completed post-event and reported.

Time Commitment:

- The demands on a Roverway Contingent Leader for a two-and-a-half-year-period are significant (throughout preparation, the event itself and then post-event evaluation and reporting). It is recommended that you not take on any other major or time-consuming volunteer role during your time as Contingent Leader.
- You will need to commit a significant amount of time to pre-event planning and meetings. In addition, there may be Heads of Contingent meetings requiring travel to Switzerland.
- You will need to commit to attending the event itself and will be out of the country for approximately two-three weeks in July-August 2028 (exact dates of event tbc).

Terms of Appointment:

- The appointment is for a term of approximately three years. The Head of Contingent shall remain in office for at least three months post the Roverway or until such time as the affairs of the Scouting Ireland Contingent have been closed off and a final report has been sent to the International Commissioner and presented and accepted by the Board of Directors. This should be completed no later than December 2028.
- This is a voluntary role and is unremunerated; however, reasonable expenses in line with Scouting Ireland's expenses policy will be paid.



Role Specification:

Knowledge and Experience:

- Experience of working with the Venture Scout and Rover Scout age ranges.
- Experience of leading international events working with young people.
- Experience of leading and supporting large groups of people in a controlled project environment.
- Experience of managing adults across a wide geographical area and from various backgrounds.
- Experience of working in a multinational environment with people from a wide range of cultures.
- Experience in developing and communicating written work for agreement by others.
- Experience of delivering results against an agreed set of objectives and plans, dealing with multiple tasks and deadlines in an organised and efficient way.
- Experience in managing large budgets and in using financial control to successfully run projects.

Skills & Abilities:

- To inspire, mentor and coach individuals to develop and realise potential.
- To deal with multiple tasks and deadlines in an organised and efficient way.
- To build good relationships and work in partnership with SI volunteers and staff members.
- To support the management of large budgets and to recognise the importance of financial control in running successful projects.
- To lead and manage people at a distance and in a voluntary environment.
- To communicate effectively, verbally and in writing, with the ability to speak publicly.
- To listen to others and counsel when necessary.
- To be assertive and cope with challenging situations.
- An ability to deal effectively with disputes and conflict.
- To use technology, especially email and remote meeting options, to carry out a range of tasks (confident in Microsoft Office programmes).
- To confidently lead large meetings, both in person and remotely.
- To quickly gain a broad overall knowledge of World Scouting's policies and structures.
- To undertake the appropriate adult training.

Personal Qualities

- Resilient and positive in challenging circumstances.
- Self-motivated and able to use your own initiative, whilst recognising the limits of your authority.
- Excited about the experiences International Scouting can offer youth members and Scouters.
- Fully committed to seeing the project through to completion.
- Commitment to Scout values.
- Sufficient time available for the role, including mid-week and weekend engagements, sometimes including travel.
- No envisaged barriers to retaining adult membership of Scouting Ireland.
- No envisaged barrier to holding a valid passport for the duration of the project – and having the right to enter Switzerland.
- Be able to take time off work and out of the country for approximately 2 to 2.5 weeks in July/August 2028 (exact dates of event tbc).
- Able to work with others from different cultures where English may not be their first language.



- Committed to ensuring all Scouts have the opportunity to participate, no matter their religion, culture, ability or sexual orientation.