

	Gasóga na hÉireann / Scouting Ireland			
	No.:	Issued:	Amended:	Next Review Date:
	CSD-TOR-26	12 th November 2021	n/a	September 2022
	Category: Project Team – Terms of Reference			
Corporate Services Department: National Scout Centres' Events Planning Team				
Related Documents:				
Revision	Date	Description		
1	12 th November 2021	Document Issued		

Description

The '*National Scout Centres' Events Planning Team*' will be a project team serving the National Scout Centres' within the Corporate Services Department. This team will support the overall planning and development of annual events in our National Scout Centres. Individuals can apply through an open call. A Project Team Lead will be appointed by the Core Team and will lead this Project Team.

Duration of Term

Project Team duration: 12 months

Commencing: 1st January 2022

Termination: 31st December 2022

There will be annual open calls for this team, with the open call for 2023 is planned for October 2022.

Aims of the Team

The '*National Scout Centres' Events Planning Team*' aims are as follows:

- To plan a minimum of 4 events for 2022 for the National Scout Centres.
- Develop a project plan for each event define the scope of the event and assist with the recruitment of the event project team.
- Create a communication strategy for each event

Accountability

All persons on the ‘*National Scout Centres’ Events Planning Team*’ will be accountable to the Corporate Services Department through the Project Team Lead.

All members of the team must adhere to the Project Team Code of Conduct and will receive a Letter of Appointment.

The project team budget will be approved by the Core Team of the Corporate Services Department and the National Scout Centres’ Managers will administer the budget and monitoring spending associated with this team and associated events.

Reviews

Reviews will be conducted at the end of term of the project by Project Team Lead in conjunction with the National Scout Centres’ Manager and submitted to the Corporate Services Department Core Team for consideration by report and/or teleconference as required.

Reports and reviews should be submitted to the Corporate Services Department Core Team within 6 weeks of the completion of the project.

Assigned Duties

1. To plan a minimum of 4 events for 2022 for the National Scout Centres which accommodate for the following sections:
 - a. Beavers
 - b. Cubs
 - c. Scouts
 - d. Ventures
2. Develop a project plan detailing the event which will assist the project team in place at each location to deliver on the objectives.
3. Assist the Team Leads of each event on delivering the project plan.
4. Create a communication strategy for each event for all social media channels and the Scouting Ireland newsletter.
5. Review all events within 4 weeks of the event taken place with the relevant people.
6. Other duties that may arise relevant to this project team

Meetings

Project Team meetings will be held monthly or more frequently as required. These meetings will be supported by the relevant department support team. Minutes of team meetings including action lists will be shared with the Corporate Services Department.

Additional Information

- Meetings will be conducted via teleconferencing platform and in person as appropriate.
- Additional project team roles, aims and or changes to the team terms of reference will be defined and agreed by the Corporate Services Department Core Team
- The Core Team may request additional duties to be assigned to the Project Team
- The Scouting Ireland Financial Handbook must be adhered to
- All individuals appointed will be required to complete and agree to a verification process
- All individuals appointed to the project team must be formally approved by the Corporate Services Department Core Team
- The work of the project team must support Scouting Ireland's Strategy
- The work of the project team must not compromise the company's risk register
- The work of the project team must be in line with good governance

Measurables

- Create a detailed project plan for each event which includes the following:
 - Event Objectives
 - Details for the Terms of Reference
 - Budget
 - Programme
 - Material Lists
 - Staffing Requirements
 - Risk Assessments and Standard Operating Procedures
 - Health and Safety Plan
 - Logistical Support Requirements
 - Communication Strategy
- Ensure that the event standards are designed to be is suitably challenging for members of the relevant programme section
- Ensure there is a clear defined relevant programme delivering on the aims of Scouting Ireland's programme
- Develop a report after each event reviewing the event in full to present to the CSD Core Team

Apply

Click [HERE](#) to apply.