

The Volunteer & Group Support Department are keen to recruit new members for the Disputes Resolution Appeal Panel.

Purpose

The purpose of the Disputes Resolution and Appeals Panel Departmental Support Group (DRAP) is to manage Scouting Ireland's Grievance and Disputes Policy and Disciplinary Policy. The Disputes Resolution and Appeals Panel are also responsible for ensuring that the proper procedures are followed for all grievance and disputes and disciplinary matters, in accordance with Scouting Ireland's Grievance and Disputes Procedures and Disciplinary Procedures documents.

Membership

There will be three members of the Disputes Resolution and Appeals Panel who will be selected by the Volunteer and Group Support Department Core Team following an open call to the volunteer membership by the Volunteer & Group Support Department.

Key areas of responsibility / Competency

1. Oversee and manage Scouting Ireland's Grievance and Disputes Policy and Disciplinary Policy.
2. Ensure the proper procedures pertaining to Scouting Ireland's Grievance and Disputes Procedures document and Disciplinary Procedures document are adhered to.
3. Provide information, advice, and guidance on Scouting Ireland's Grievance and Disputes Policy and Grievance and Disputes Procedures to members of Scouting Ireland and the professional staff.
4. Provide information, advice, and guidance on Scouting Ireland's Disciplinary Policy and Disciplinary Procedures to members of SI and the professional staff.
5. Address all queries, from any quarter, on all matters relating to Scouting Ireland's Grievance and Disputes Policy and Grievance and Disputes Procedures.
6. Address all queries, from any quarter, on all matters relating to Scouting Ireland's Disciplinary Policy and Disciplinary Procedures.
7. Assist with training on all matters relating to grievance, disputes, and discipline.
8. Provide the Volunteer & Group Support Core Team regular statistical reports on matters relating to grievance, disputes, and discipline, including input into the Volunteer & Group Support submission to Scouting Ireland's Annual Report.
9. Be aware of the sensitive nature of the information that may come to your attention.
10. Ensure that all information is dealt with in a confidential manner.

The closing date for application is the 15th of October and interviews will take place in the following weeks. To apply for this role, please fill in the attached link: <https://forms.office.com/r/Lfj1P28rsP>