

	Gasóga na hÉireann / Scouting Ireland			
	No.:	Issued:	Amended:	Next Review Date:
	PSD-TOR-09	September 2021	n/a	31th July 2022
	Category: Project Team – Terms of Reference			
	Programme Services Department: Sea Scouting Support Team			
Related Documents:				
Revision	Date	Description		
1	Sept 2021	Document Issued		

Description

The Sea Scouting Support Team will be a project team to support Sea Scouting Groups and the wider Scout Programme Sections in manners related to sea scouting and water based activity. This team will support the running of water based programmes in line with the Scouting Ireland Strategic Plan. This project team will give direct support through responding to programme based requests and through the development of resources. 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: September 2021

Termination: 30th August 2022

There will be annual open calls for this team, with the open call for 2022-03 planned for August 2022.

Aim of the Team

The Sea Scouting Support Team aims are as follows:

- To develop programme resources that support the implementation of water based programme in order to achieve the aim of Scouting Ireland and in line with Scouting Ireland's programme strategy
- To work with other project teams to help support and develop the section appropriate programme
- To provide guidance on the programme for national activities and water related activities
- To utilise communication networks through the Provincial and county support structures in liaison with local support staff
- To disseminate resources and advice to Programme Scouters through SI communication and social media channels



- To advise the Programme Services Department Core Team and other Project Teams on matters relating to Sea Scouting and water based activities.
- To carry out other functions assigned by the Programme Services Department Core Team

Accountability

All persons on the Team will be accountable to the Core Team and Department Manager or their delegate, 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. The programme services manager will administer the budget and monitor spending associated with this team.

Reviews

Reviews will be conducted every six months of the project by Project Team Lead in conjunction with the Programme Services Manager and submitted to the Core Team for consideration.

An annual report and review should be submitted to the Core Team within 6 weeks of the completion of the 12 month project.

Assigned Duties

1. Answer and respond to requests for programme support through relevant channels including the mailing system, phone calls, etc.
2. Assist in the development of programme resources including section specific resources that support the implementation of Scouting Ireland's youth programme in line with the programme strategy
3. Submit regular updates for the national mailings
4. Other duties that may arise relevant to this project team

Meetings

Project Teams will meet a minimum six times a year. Members of the department support team and the Core Team may attend.

Support

The Project team will be given specific training before starting their role on particular aspects of the function of the team. In addition, they will get regular support from the Programme Services manager and/or from a designated member of the department core team. At the completion of the project team, the members will be debriefed on their experiences so that they will shape future project teams.

Additional Information

- Meetings will be conducted via teleconferencing platform and in person as appropriate
- Project roles and team structure will be defined by the Core Team
- The Core Team may request additional duties to be assigned to the Project Team
- The terms of reference can be subject to change by the Core Team
- Reasonable expenses will be reimbursed for expenditure incurred in carrying out these roles
- The Scouting Ireland Financial Handbook must be adhered to
- All individuals appointed will be required to complete and agree to a verification process
- The work of the project team must support Scouting Ireland's Strategy
- The work of the project team must not compromise the companies risk register
- The work of the project team must be in line with good governance

Measurables

- Create a database of section specific resources for Scouting Ireland's website
- Log of all support requests and responses provided
- Record of regional support meetings
- Membership satisfaction survey
- Adhere to the budget approved by the Core Team

Apply

Applications through https://forms.office.com/Pages/ResponsePage.aspx?id=_bDp4kmVmEWIMGXcrKR75e0e7hg3hM9HgrWAhjloyJRUMzNOQUZVTkQzUVJDOUJXRUwzWjE1T0wzNS4u