

The Volunteer & Group Support Department are keen to recruit new members to the Team.

- The Core Team is made up of
- Volunteers and staff members with the appropriate skills and experience
- The Chair, who must be a volunteer, will be chosen from within the core team on an annual basis
- Volunteer members will serve for maximum of three years on the Core Team.

The Core Team are keen to recruit people with the following interests/skills:

- Core Team Members
- Communications
- Adult Education / Training
- Volunteer/HR Management

The Role and Function of the Volunteer & Group Support Department

The Department is there to support Scout Groups and Volunteers throughout the Country across several areas:

- Training
 - Delivery of Training
 - Development of Training
 - Review of Training
- Group Support
- Conflict and
- Dispute Resolution
- Adult Support
 - Awards
 - Membership
- QSE
- Heritage

The role of the Core Team is to provide advice and support the Department in the following areas:

- Relevant policy development
- Input into strategic planning
- Annual Business and budgets
- Input into the annual work programme based on strategic Objectives/KPI's
- Provide advice and support for the work of the department

The Responsibility of the Department is:

Delivery of Training

- Provide regular and country-wide trainings for volunteers to train, re-train and upskill according to Scouting Ireland's Policy
- Ensure training is provided by the most suitable, qualified trainers and ensure that is regular train- the-trainers sessions to provide peer-to- peer learnings and upskill new volunteers
- Ensure the entirety of the island is supplied with training opportunities, as appropriate.
- Allow consultation with groups to provide the most relevant training at appropriate intervals.

Development of Training

- Ensure a review and evaluation process is in place to monitor and review the current training.
- To anticipate training requirements and demand for courses.
- Review, monitor and evaluate activities of the Department Group Support.
- Support various aspects of group running by liaising and getting advice from various departments.
- Answer queries, give advice and help groups deal with any issues in an timely and efficient manner.

- Provide regular updates and information about the organisation and legislation to keep groups up to date with their responsibilities.
- Supporting groups to meet all their compliance needs.

Adult Support and Membership

- Provide an appropriate and accessible way for all adult members to complete the necessary training(s) and qualifications to fulfil their volunteer role.
- Provide phone and online support to members and groups who need assistance with updating or queries to their membership.
- Provide support to members through complaints and disputes procedures.
- Support all members at group level to deliver a quality scouting experience.
- Provide upskilling opportunities to adult members.

Grievance, Dispute and Disciplinary

- Administer the disputes and complaints procedures.
- Provision of appropriate and qualified candidates for the correct running of these services.
- The writing and constantly updating of policy and procedures in relation to disputes and discipline, as appropriate.

Heritage

- Ensure the heritage of the founding Associations and Scouting Ireland is recorded and secured.

Delivery of QSE

- Facilitating the evaluation of groups and monitor the completion of action plans.
- Ensure that all information generation is efficient and used effectively.

Awards.

- Ensure there is an accessible process for groups to apply for awards.
- Administer the awards process efficiently.

The Core Team is accountable to:

- Accountable to the CEO.
- The department must comply with Scouting Ireland's strategic plan, Scouting Ireland's governance, the risk policy and all relevant statutory guidelines and legislation in Northern Ireland and the Republic of Ireland.
- Project Teams are accountable to the Core Team as per their term of reference.

The Closing date for these roles is Friday the 15th of October and interviews will take place in the following week Please see the attached link for:

<https://forms.office.com/r/HKNmaxCHYW>