

	<b>Gasóga na hÉireann / Scouting Ireland</b>			
	<b>No.:</b>	<b>Issued:</b>	<b>Amended:</b>	<b>Next Review Date:</b>
	CSD-TOR-228 <sup>th</sup>	October 2021	N/A	October 2022
	<b>Category: Project Team – Terms of Reference</b>			
<b>Corporate Services Department:</b> NSC Lough Dan Tree Planting Project Team				
Related Documents:				
Revision	Date	Description		
1	8 <sup>th</sup> October 2021	Document Issued		

## Description

The ‘*Lough Dan Tree Planting Project Team*’ will be a project team serving 6 months within the Corporate Services Department, National Scout Centres. This team will support the Tree Planting Project at our National Scout Centre at Lough Dan. 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:** 6 months

**Commencing:** 1<sup>st</sup> December 2021

**Termination:** 31<sup>st</sup> May 2022

## Aims of the Team

The ‘*Lough Dan Tree Planting Project Team*’ aims are as follows:

- To plan the Tree Planting event in Lough Dan’s Native woodland project for 2022.
- Develop a marketing strategy.
- To prepare the woodland in advance of the event.
- To ensure the project is executed successfully, ensuring the environment is not impacted negatively.
- To assist customers to plant their trees and run workshops on the event.
- To ensure the aftercare tasks are completed.

## Accountability

All persons on the '*Lough Dan Tree Planting Project 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 National Scout Centres' Manager or their delegate will administer the budget and monitoring spending associated with this team.

## Reviews

A review will be conducted by Project Team Lead in conjunction with the National Scout Centres' Manager and this will be submitted to the Core Team for consideration.

A report and review should be submitted to the Core Team within 4 weeks of the completion of the project.

## Assigned Duties

- Prepare a plan to execute this project successfully.
- Design a marketing strategy for the promotion of this event.
- Assist with the preparation work prior to running the event.
- Attend training in native tree woodland management and in appropriate tree planting techniques.
- Assist with the preparation work prior to the event, which includes pre-digging holes and putting in stakes for 300-400 trees.
- Recycling protective tree tubes off existing trees and securing these trees with tree ties.
- Assist with running the events scheduled for the end of February and beginning of March 2022.
- Assist in running bird and bat box making workshops during the event.
- Carry out follow up after care tasks as required

Project Teams will meet fortnightly. Members of the department support team and the Core Team may attend.

## 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
- All individuals appointed to the project team must be formally approved by the Corporate Services Department 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

- Deliver a project plan for the Lough Dan Tree Planting 2022, which can be adapted for future events.
- Deliver a marketing strategy for the event.
- Review the event and suggest recommendations/changes for future events.
- Deliver a comprehensive report to the core team on completion.
- An additional area of our Native Woodland area will be forested and can be used as part of our "outdoor classroom" for the delivery of environmental activities.

## Apply

To apply, please click [here](#).