

	<b>Gasóga na hÉireann / Scouting Ireland</b>			
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	<b>Category: Project Team – Terms of Reference</b>			
<b>Corporate Services Department: National Cub Challenge Team</b>				
Related Documents:				
<b>Revision</b>	<b>Date</b>	<b>Description</b>		
1	13 <sup>th</sup> Dec 2019	Document Issued		
2	29 <sup>th</sup> Oct 2021	Minor Updates		

## Description

The Cub Challenge Team will be a project team formed to deliver the Cub Challenge for the Cub Scout programme section. 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:** 7 months

**Commencing:** 1st January 2022

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

## Aims of the Team

The Cub Challenge Team aims are as follows:

- To plan, deliver, review and report on the Cub Challenge, National Cub Scout Event.
- The National Cub Scout event will be held at a suitable Campsite on 18<sup>th</sup> to 19<sup>th</sup> June 2022

## Accountability

All persons on the Cub Challenge 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 budget will be approved by the Core Team and the Project Team Lead and Project Manager (Events and Conferences) will administer the budget and monitoring spending associated with this team.

## Reviews

Reviews will be conducted at the end of term of the project by Project Team Lead in conjunction with the Project Manager (Events and Conferences) and submitted to the Core Team for consideration.

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

## Team Roles

### **Cub Challenge Event Lead**

Working with the relevant department support team member, (support staff) to select a location for the event, create and submit a budget, and work within this budget to achieve the project requirements. To work with the Project Manager (Events & Conferences) to develop and deliver the event plan.

To be responsible for the event's adherence to SI policies, relevant laws and regulations, and sector best-practice as applicable. To develop a health and safety plan for the event and ensure all health and safety measures are being followed during the event.

### **Event Support Team**

Working with the Project Team Lead to develop the overall event plan in response to the agreed objectives. To be responsible for the delivery of the event plan and help deliver a safe challenging event for the participants.

Event Support team members will work with the Event Lead and the Project Manager (Events and Conferences) to provide event support before and during the event and to ensure the safety and welfare of all participating teams during the event. The roles will include;

- Administrative lead/staff
- Site Co-Ordinator
- Sub Camp Co-ordinator
- Sub Camp staff/Judging team
- Scouter Management Co-Ordinator
- Staff catering

**Administrative Lead and staff**

Working with the Project team lead to ensure that teams and their scouters are checked into the event, and overseeing the inputting of scores throughout the event. Ensuring the events objective are met.

**Site Coordinator**

Working with the Project Team Lead and a member of the relevant department support team to deliver a site for the event that allows the achievement of the event's objectives while meeting applicable legislation and regulations at an acceptable risk level.

**Subcamp Coordinator**

Working with the Project Team Lead and a member of the relevant department support team to coordinate the activities and running of the Subcamps.

**Sub Camp staff/Judging team**

Working with the Project Team Lead and Administrative Lead to ensure the judging of sites is carried out in a safe and fair method. Working to ensure the safety, health and welfare of all attending Cubs. This would include site spot checks for potential risk during site build i.e. pioneering, cooking equipment. Team members would benefit from holding a current valid REC / First Aid certificate or be a member of the health care profession.

**Scouter Management Coordinator**

Working with the Project Team Lead and a member of the relevant department support team to coordinate the activities of the Scouters attending the event

Please note it will not be possible to become a member of this project team if you will be attending the Cub Challenge as an accompanying Scouter with your section - please ensure that your section has adequate cover at the appropriate ratio to take on a role in organising and running the event.

**Staff Catering**

Working with the Project team lead to ensure meals are prepared and ready for self service for all staff. Team members would benefit from experience in working in a small commercial kitchen or cooking in large quantities.

Further roles may be introduced by agreement between the Event Lead and Project Manager (Events and Conferences) and subject to approval by the Corporate Services Department Core 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 Core Team and Department Manager for consideration

## Additional Information

- Meetings will be conducted via teleconferencing platform and in person as appropriate.
- Additional project team roles and or changes to the team structure will be defined and agreed by the Corporate Services Department Core 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

## Measurable

- Provide the Cub Scout Challenge for Cub Scouts at a suitable location agreed with the Corporate Services Department
- Provide an event that challenges participants to achieve the required National Cub Challenge Standard
- Delivered the event on the 18th to 19th June 2022 (Staff may be requested to be on site from 17th June for site build)
- Ensure there is a clear and defined relevant programme, delivering on the aims of Scouting Ireland's programme linked to agreed programme objectives
- Ensure that the event standard is suitably challenging for members of the relevant section
- Adhere to the budget agreed by the Corporate Services department core team
- Create and maintain a risk register for the event and ensure that risks above the organisation's appetite level are mitigated
- Ensure there is a clear defined relevant programme delivering on the aims of Scouting Ireland's Cub Scout programme
- Ensure a Health and Safety plan and risk register is in place for the event
- 75% of participants 'satisfied' or better



## Apply

Please click [HERE](#) to apply.

**Please Note:** *The fee for all staff will likely be €30 per person subject to the event budget. This covers camping fees and all meals from Friday supper – Sunday Breakfast. All staff will be required to provide their own plate, cup, cutlery etc. Staff places are limited and will be allocated based on an individual's skill set and the requirements for the event. There will be a limited number of Venture Scout Staff roles which will also be allocated according to the individuals skill set and the requirement of the event.*

*Staff will not be required to submit payment for the event until they've been offered a place on staff.*