

	Gasóga na hÉireann / Scouting Ireland			
	No.:	Issued:	Amended:	Next Review Date:
	CSD-TOR-09	12th February 2019	29th October 2021	1st September 2022
	Category: Project Team – Terms of Reference			
Corporate Services Department : Venture Challenge Project Team				
Related Documents:				
Revision	Date	Description		
1	12th Feb 2019	Document Issued		
2	29th Oct 2021	Revised and Updated		

Description

The Venture Challenge Project Team will be a project formed for the purpose of organizing the Venture Challenge event. Individuals can apply through an open call. A Project Team Lead and team members will be appointed by the Core Team Corporate Services Department.

Duration of Term

Project Team duration: 9 months

Commencing: 1st December 2021

Termination: 31st August 2022

Aims of the Team

The Venture Challenge Project Team 2022 aims are as follows:

- To plan, deliver, review and report on Venture Challenge 2022.

Accountability

All persons on the *Venture Challenge Project Team* will be accountable to the Corporate Services Department 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 of Corporate Services Department and the Project Team Lead and Project Manager (Events and Conferences) will administer the budget and monitoring spending associated with this event and 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 Corporate Services Department Core Team for consideration.

The Project Team lead should submit Monthly progress reports to the Project Manager Events & Conferences for their input and consideration.

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

Team Roles

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.

Team Support Team (Assessment and General)

Assessment Team members will work with the Event Lead and the Project Manager (Events and Conferences) to develop the assessment criteria; to ensure that all teams are aware of the requirements of the developed criteria; and to apply the criteria fairly and consistently to teams participating in the event.

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 managing safety during the event, communications for and during the event, advising and supporting on programme and hiking adventure skills and managing basecamp programme.

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 Corporate Services Department.

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
- A full driving licence would be an advantage to performing these roles but not a requirement
- 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 a Venture Challenge event accessible to a minimum of 40 Venture Scouts
- Provide an event that challenges participant to achieve the required Venture Challenge Standard
- Ensure there is a clear and defined relevant programme, delivering on the aims of Scouting Ireland's programme linked to agreed programme objectives
- Ensure participants develop navigation and map skills, planning skills and have the opportunity for personal progression
- 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 Venture Scout programme
- Ensure a Health and Safety plan and risk register is in place for the event
- 75% of participants 'satisfied' or better

Apply

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