

	Gasóga na hÉireann / Scouting Ireland			
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	CSD –TOR - 10	20th February 2020	29th Oct 2021	30th September 2022
	Category: Project Team – Terms of Reference			
Corporate Services Department: Explorer Belt 2022 Event Team				
Revision	Date	Description		
1	20 th Feb 2020	Document Issued		
2	29 th Oct 2021	Minor updated		

Description

The Explorer Belt 2020 Team will be a project team formed to deliver the Explorer Belt 2020 Event for the Corporate Services Department. 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: 11 months

Commencing: 1st November 2021

Termination: 30th September 2022

Aims of the Team

The Explorer Belt 2022 Team aims are as follows:

- To plan, deliver, review and report on the Explorer Belt 2022.

Accountability

All persons on the Explorer Belt 2022 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 or delegate of the Corporate Services Manager 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.

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 Core Team within 6 weeks of the completion of the project.

Team Roles

The following roles will be recruited for:.

Event Lead

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

To be responsible for the adherence to SI policies, relevant laws and regulations. To manage the event team and ensure all health and safety measures are being followed during the event.

Further roles may be introduced by agreement between the Event Lead and Project Manager (Events and Conferences) and subject to approval by the Core Team.

Event 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.

Further roles may be introduced by agreement between the Event Lead and Project Manager (Events and Conferences) and subject to approval by the 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 Core Team
- As this event takes place in mainland Europe a passport, current at the time of the event, is required
- 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 companies risk register
- The work of the project team must be in line with good governance

Measurable

- Provide an Explorer Belt event accessible to minimum of 20 Rover Scouts
- Provide an event that challenges participants to achieve the required Explorer Belt 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 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 Rover 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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