

	<b>Gasóga na hÉireann / Scouting Ireland</b>			
	<b>No.:</b>	<b>Issued:</b>	<b>Amended:</b>	<b>Next Review Date:</b>
	<b>CSD-TOR-23</b>	<b>29<sup>th</sup> October 2021</b>	<b>n/a</b>	<b>June 2023</b>
	<b>Category: Project Team – Terms of Reference</b>			
<b>Corporate Services Department: Survivor Project Team</b>				
Related Documents:				
Revision	Date	Description		
1	29 <sup>th</sup> October 2021	Document Issued		

## Description

The Survivor Project Team will be a project team formed for the purpose of planning, organising, and delivering a series of Survivor events in 2022/2023 for the Corporate Services Department. Individuals can apply through an open call. A Project Team Lead will be appointed by the Core Team Corporate Services Department and will lead this Project Team.

## Duration of Term

**Project Team duration:** 18 months

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

**Termination:** 31<sup>st</sup> May 2023

## Aims of the Team

The Survivor 2022/2023 Project Team aims are as follows:

- To deliver a series of Survivor events in 2022 and 2023 that meets the organisation's objectives as outlined below:
  - To deliver two (2) Scout Survivor events annually, one in Spring, one in Autumn
  - To deliver one Venture Survivor event annually
  - To deliver one Rover Survivor event annually

- To deliver one Cub Survivor event in 2022, as a pilot programme. If successful, this will also be delivered in 2023.

## Accountability

All persons on the Survivor 2022/2023 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 series 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

The following roles will be recruited for:

### **Survivor 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.

To be responsible for the appointment of the event team with particular attention to the appointment and responsibilities of individual event leads, e.g., Scout Survivor TL /Venture Survivor TL

## **Event Support Team**

To support the event lead, deliver a safe challenging event for the participants. 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
- 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**

- Plan, organise and deliver a series of Scouting Ireland Survivor Events
- Ensure that the event standard is suitably challenging for members of the relevant section
- Ensure there is a clear and defined relevant programme, delivering on the aims of Scouting Ireland's programme linked to agreed programme objectives
- Adhere to the budget agreed by the Corporate Services department core team
- Ensure a Health and Safety plan and risk register is in place for the event
- 75% of participants 'satisfied' or better
- Ensure that there is a facility for the progression for scouts participating in this event e.g., different levels

## **Apply**

Please click [HERE](#) to apply