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|  | <b>Gasóga na hÉireann / Scouting Ireland</b> |                                  |   |
|   | <b>No.:</b>                                  | <b>Issued:</b>                   | <b>Amended:</b>                                       |
|   | CSD-TOR-24                                   | 8 <sup>th</sup> November<br>2021 | n/a   |
|   |  |                                  | <b>Next Review Date:</b><br>1 <sup>st</sup> July 2023 |
| <b>Category: Project Team – Terms of Reference</b>                                |  |                                  |   |
| Corporate Services Department : Mountain Havoc Project Team                       |  |                                  |   |
| Related Documents: <a href="#">Mountain Havoc Questions &amp; Answers</a>         |  |                                  |   |
| Revision  | Date   | Description                      |   |
| 1   | 8 <sup>th</sup> November<br>2021             | Document Issued                  |   |

## Description

The Mountain Havoc Project Team will be a project team formed for the purpose of planning, organizing and delivering the Mountain Havoc Series events in 2022 and 2023. 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> January 2022

**Termination:** 1<sup>st</sup> July 2023

## Aims of the Team

The Mountain Havoc 2022 Project Team aims are as follows:

- To deliver a series of Mountain Havoc events (Ireland & the UK) in 2022 and 2023 that meets the organisation's objectives.
- To work with the Project Series Team lead, event leads and support team members in delivering a safe, quality, educational event to members of the venture scout section.
- To assist the Team Lead in meeting the rational and objectives of the event as set out below.

## **Rationale**

The aim of the Venture Scout Mountain Havoc is to encourage more Venture Scouts to get out on to the hills, to develop their skills and abilities in the area and gain appreciation for the Irish countryside and further afield.

Mountain Havoc is open to ALL venture scouts no matter their experience, from beginners to experienced hill walkers but they must be reasonably fit and have adequate group and personal equipment suitable for the Irish & UK mountains.

Working as part of a team, Venture Scouts will get to know other venture scouts from all over Ireland and learn what they are doing in their venture group.

## **Objectives**

- Get Venture Scouts out and about and on the mountains
- Develop Venture Scouts skills in the area of Map skills, navigation and mountain techniques
- Plan an active programme around the Mountain Havoc activities to advance Venture Scouts personal capabilities and to further their progress in adventure skills
- Develop a balanced diet for an active lifestyle and plan appropriate menus for Mountain Havoc.
- Create awareness and educate Venture Scouts in the environmental and ecological impact of increased presence in the hills and the importance of the principles of Leave no Trace.
- Create a social base camp atmosphere for ventures and scouters alike where the exchange of programme ideas can take place and be adopted in crews. Also, to encourage crews to link up for programme from time to time.

## **Accountability**

All persons on the Mountain Havoc 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 and team.

## **Reviews**

Reviews will be conducted at the end of term of the project by the Project Team Lead in conjunction with the Project Manager (Events and Conferences) and submitted to the Corporate Services Department Core Team for consideration by report and/or teleconference as required.

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 initially recruited for:

### **Project Team (Event) Lead**

Working with the relevant department support team member, (support staff) to select locations for the events, 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 (Event Leads and support staff)**

**Event leads:** To support the Project Team lead, by leading the individual events within the series, delivering a safe challenging event meeting the aims set out above.

**Support Staff:** To support the event leads with the individual events within the series a safe challenging event meeting the aims set out above.

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 The Mountain Havoc Series events
- Ensure that the event standard is suitably challenging for members of the venture scout section
- Ensure there is a clear defined relevant programme delivering on the aims of Scouting Ireland's Venture Scout 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

## Apply

Please click [HERE](#) to apply