

PROGRAMME SUPPORT OFFICER

Overall Purpose of the Job:

As a member of the Programme Development Unit assist in the development of the Scout Programme across all age ranges. Working closely with the Chief Commissioner and Programme Commissioners, the Programme Support officer will support and assist in the furtherance of the Association's Mission and Development Strategies.

The role will involve, assisting the Chief Commissioner (Youth Programme), the National Youth Programme Committee and individual Programme Commissioners with the monitoring, evaluation and development of the totality of youth programme, researching topics of relevance to the process, developing programme materials, reports, and records.

Main Duties/Responsibilities:

Work closely with the Programme Development Unit and Chief Commissioner (Youth Programme), the Programme Commissioners and the National Youth Programme Committee to support their work with young people.

Evaluate the performance of the youth programme and any measures to improve the programme and its delivery to young people

Provide support, advice and guidance to Programme Commissioners vis-a-vis Programme Development and the implementation of the Youth Programme

Research topics and write reports regarding Programme Development and Implementation as required

Manage projects and events on behalf of the Programme Development Unit

Maintain contacts with external organisations and bodies that can support, advise and assist Scouting Ireland.

Liaise with and provide support to Provincial Management/ Support Teams on Youth Programme and Adult Leader Training initiatives and targets (insofar as they relate to the delivery of the Youth Programme)

Cultivate and develop positive working relationships with all colleagues

Carry out additional tasks that may be assigned by the Team Leader Programme Development Unit or the Chief Commissioner (Youth Programme) from time to time.

Requirements:

Candidates will ideally have experience in a similar role in Youth Programme (possibly involving research)

Be familiar with the Aims, Policies and Strategies of the Association, the Scouting Ethos and the Scout Method

Have the ability to work on own initiative and as a part of a team

Possess excellent computer skills ideally in Word Excel, PowerPoint , Publishing and Outlook.

Possess excellent organizational skills, ability to meet deadlines and work under pressure.

Possess good planning, organisational and time management skills.

Qualifications:

3rd level Degree is a requirement or the possession of other analogous qualifications and experience.

Conditions and Remuneration:

The position will be offered as a specified purpose contract relating to the rollout of the new Youth Programme and will be initially offered on a fixed term contract of 2 years, with a review after 1 year. Remuneration will be competitive and will be commensurate to the experience and qualifications of the successful candidate.