



Information Pack for the role of:

Administrator – Safeguarding Department

Scouting Ireland Services CLG, National Office, Larch Hill, Dublin 26th May 2020



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Scouting Ireland

Gasóga na hÉireann / Scouting Ireland

Gasóga na hÉireann / Scouting Ireland is a registered charity and was founded in 2003 after the membership of Scouting Ireland (CSI) and Scouting Ireland (SAI) voted in favour of forming a single, all-Ireland Scout association. Before this, Scouting had been operating in Ireland since 1908.

The aim of Gasóga na hÉireann / Scouting Ireland is to encourage the Social, Physical, Intellectual, Character, Emotional and Spiritual development of young people so that they may achieve their full potential and, as responsible citizens, to improve society.

Gasóga na hÉireann / Scouting Ireland achieves its aim through a system of progressive self-education, known as the Scout Method, the principal elements of which are:

Scout Method

The working model of all departments must reflect the eight areas of the Scout Method:

Nature and the Outdoors

Law and Promise

Learning by Doing

Personal Progression

Symbolic Framework

Service and Commitment

Young People and Adults Working Together

Small Group System

Gasóga na hÉireann / Scouting Ireland has a membership of over 50,000 people, which includes 12,000 adult volunteers. We operate in over 500 communities across the thirty-two counties of the island of Ireland and are supported by a staff of thirty-two professionals working in a variety of areas.

Details of the Gasóga na hÉireann / Scouting Ireland programme, governance structures, recent annual reports etc. can be found on www.scouts.ie.



Company Structure

The **Board of Directors** is the oversight body of Gasóga na hÉireann / Scouting Ireland.

The **Board Sub-Committees** act in a non-executive role advising the Board as per their terms of reference

The **Chief Executive Officer** is appointed by the Board of Directors and is the most senior professional of Gasóga na hÉireann / Scouting Ireland. The CEO directs the work of the Professional Management Team to deliver on the strategic and operational objectives of the Company.

The **Department Managers** report to the CEO and are responsible for the managing the departments in line with the departmental charter, Gasóga na hÉireann / Scouting Ireland's Strategy, the risk register and ensuring the Company is compliant with all relevant codes and legislation.



Role Profile

<p>Reports to: Safeguarding Manager</p>	<p>Direct Reports: None</p>
<p><u>Qualifications /Experience Required</u></p> <p><u>Essential</u></p> <ul style="list-style-type: none"> • Be fully computer literate and can utilise information technology to the best advantage of the organisation. • Previous experience in administration. • Be organised and thorough with an attention to detail. • Be comfortable dealing with a range of complex issues. • Have excellent communications and IT skills. • Understand the confidential nature of the role. • Have excellent customer focus. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Knowledge of the methods, ethos and aims of Scouting. • Experience within a volunteer setting either as a volunteer or working with/managing volunteers. • Experience within the Volunteer or youth Work Sector. <p><u>General</u></p> <ul style="list-style-type: none"> • Possess the general ability and suitability to successfully discharge the role. • Flexibility in working hours to meet the organisation’s needs. • Must be articulate and assertive. • Competent writing skills required. • Be structured and organised in executing work plans. • Possess ability to be adaptable and flexible. • Possess the ability to work on own initiative. • Possess the ability and skills to interact with other professional staff and volunteer personnel. • Professional experience in a non-profit environment. • Knowledge of non-profit sector in Ireland. 	



Key Responsibilities of this role

The key responsibilities and tasks of the Safeguarding Administrator include but are not limited to:

Administration

- Proven experience in administration/office systems and procedures.
- Track record of managing multiple tasks with strong planning and organisation skills.
- Track record using various ICT platforms.
- Provide general administrative assistance as directed.
- Coordinate meetings (in and out of National Office).
- Assist with Telephone Answering, recording of incoming Mail and E-Mail communications into the Safeguarding Department and despatch all communications to the relevant personnel.
- Provide a high quality, courteous, efficient and friendly service to our members and general public and proactively contribute to areas that will strive to constantly improve that service.
- To undertake any such other reasonable tasks that may be assigned from time to time.

Relevant Skills and Aptitudes

- An ambitious self-starter with a proven record of focus on results.
- An ability to deal with a subject matter that can be both graphic and disturbing.
- The successful applicant must be comfortable dealing with such matters as part of their daily work.
- Demonstrable ability to relate to people from diverse backgrounds.
- Excellent meeting, project management and people skills.
- Positive and energetic attitude.
- Keen attention to detail.
- Demonstrate high levels of empathy when dealing with those people who engage with Scouting Ireland.

Receiving and Recording disclosures received by the Safeguarding Department

- To receive, record and report to the Safeguarding manager the details of all disclosures received.
- To contribute to the decision-making process in relation action to be taken in respect of disclosures.
- Based on the decision of the Safeguarding Manager to complete all relevant records.
- When required, to compile the relevant reporting form(s) for the State Agencies in the Republic of Ireland and Northern Ireland.



Liaise with State Agencies and other relevant parties

- To have ongoing liaison with An Garda Síochána the Police Service of Northern Ireland and any other relevant Law Enforcement Agency in consultation with the Safeguarding Manager.
- To have ongoing liaison with the Child and Family Agency [Tusla], Gateway and Trusts in Northern Ireland and any other relevant State Agency in consultation with the Safeguarding Manager.
- To have ongoing liaison with person(s) who make disclosures, persons subject of disclosures, parents of children subject of disclosures and when necessary with other relevant parties under the direction of the Safeguarding Manager.

Training

- To undergo any training that is necessary to carry out the role, as agreed by the Safeguarding Manager and the Chief Executive Officer.

Other

- Other such reasonable duties that may be assigned by the company from time to time.

Scouting Ireland's Core Behavioural Framework

1. Communication

Definition:

Expressing and listening to ideas effectively in individual and group situations (Including nonverbal communication) adjusting language or terminology to the characteristics and needs of the audience.

Behavioural indicators

- Listen actively and respond accordingly.
- Deliver consistent and accurate messages both internal and externally.
- Use the appropriate vocabulary with the appropriate audience.
- Ensure non-verbal communication is appropriate to the audience.
- Ensure all communication is dealt with in a timely, responsible & courteous fashion.

2. Teamwork, flexibility & Partnerships

Definition:

Working effectively in varying environments with various team members and departments to accomplish the strategy and objectives of Scouting Ireland, taking action that respects the contribution of others, aligning personal objectives to the objectives of the organisation. Identify and take action to build effective internal and external partnerships.



Behavioural indicators

- Collaborate in an open, professional and effective way.
- Be sensitive to team members abilities and capabilities.
- Support colleagues with the completion of jobs when appropriate.
- If you have the skills, be prepared to share the knowledge where appropriate.
- Be prepared to take on new tasks as required or needed.
- Develop and invest in internal and external partnerships.

3. Member Focus

Definition:

Making the members and their needs a primary focus of one's actions.
Developing and sustaining productive member relationships.

Behavioural indicators

- Be friendly courteous and helpful always.
- Always behave in a professional way when dealing with members.
- Consider members' opinions in the context of the organisation.
- Be aware the constraints that a member may have as they are volunteers
- Treat members professionally and consistently.
- Understand the balance and sensitivity between advisory and directive support.

4. Initiative & Delivery

Definition:

Taking prompt action to accomplish objectives making active attempts to influence events to achieve goals. Self-starting rather than accepting passively, taking action to achieve goals beyond what is required, deliver on commitments, take ownership of role tasks and areas of responsibility.

Behavioural indicators:

- Deliver your assigned tasks within the assigned time.
- Don't wait to be told what to do.
- Explore new and more efficient ways of completing tasks.
- Be prepared to suggest and take ownership of new initiatives.
- Deliver on your initiatives with close attention to detail.

Summary of Employment Terms and Conditions

Scouting Ireland Services CLG offers a range of tangible and intangible working benefits.



- This role is a full-time, permanent position (subject to funding).
- The salary paid on a monthly basis, will be appropriate to the role and will consider the non-profit nature of Scouting.
- Contractual hours of work are thirty-five (35) hours per week Monday to Friday with occasional weekend working required. However, additional time may be required for the effective performance of the role for which there will be no additional remuneration. The successful candidate must be willing to work during the evenings and on weekends when necessary, for which reasonable time off in lieu may be given. Attendance at events and conferences may be required.
- The holiday entitlement is 20 days per annum, plus public holidays.
- Scouting Ireland Services CLG has an Employee Assistance Programme.

The offer of appointment will be subject to:

- Successfully completing Garda Vetting/Access NI checks.
- Verification of relevant qualifications.
- Not taking on any other role in a voluntary or professional capacity that may lead to a conflict of interest with their employment.
- Where required, evidence of eligibility to live and work in Ireland.
- You may be required to own or have the use of a car.

How to Apply

Include a:

- CV
- cover letter

The closing date is Friday 19th June 2020

Applications should be submitted humanresources@scouts.ie