



Information Pack for the role of:

Safeguarding Manager

Scouting Ireland Services CLG, National Office, Larch Hill, Dublin 16
June 2020



Contents

Scouting Ireland..... 3

Company Structure..... 4

Role Profile 5

Summary of Employment Terms and Conditions 9

How to Apply 10



Scouting Ireland

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 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.

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

- Voluntary membership of a group which, guided by adults, is increasingly self-governing in its successive age groups.
- Commitment to a code of living as expressed in the Promise & Law, the meaning of which is expanded as the member grows towards maturity.
- The provision of a wide range of attractive, constructive and challenging activities, including opportunities for adventure and exploration both indoors and outdoors.
- The provision of opportunities for leadership and responsibility.
- Learning by doing.
- Encouragement of activity in small groups.
- An award scheme, which encourages participation in its full range of activities and provides recognition of individual and group achievements.
- Symbolic Framework.

Scouting Ireland has a membership of over 50000 people, which includes 12000 adult volunteers. We operate in over 500 communities across the thirty-two counties of Ireland and are supported by a staff of thirty-two professionals working in a variety of areas.

Details of the Scouting Ireland programme, governance structures, recent annual reports etc. can be seen 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		
Reports to: Board of Directors of Scouting Ireland, and Chief Executive Officer	Direct Reports: <ul style="list-style-type: none"> Safeguarding Case Officers, Safeguarding Administrator 	
Purpose <ul style="list-style-type: none"> To be responsible for the Safeguarding Department in delivering a high-quality safeguarding service in all cases that arise from within Scouting Ireland 		
Working Relationships <ul style="list-style-type: none"> Chief Executive Officer and the Board of Scouting Ireland The Safeguarding Department The Safeguarding Case Officer/s who will work closely with Volunteers at Provincial and County Level. Staff Colleagues Other Safeguarding Professionals in the sector State Agencies: An Garda Síochána, PSNI, Tusla and Gateway Northern Ireland 		
Person Specification		
Specification	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> Educated to third level standard or equivalent in an appropriate Safeguarding discipline. 	<ul style="list-style-type: none"> Qualification in social work / volunteer management.
Experience	<ul style="list-style-type: none"> At least five years' experience and a proven track record in a safeguarding/child protection management. Track record of success within a target-driven and measured environment. Track record of strong planning and organisation skills. An ability to influence key decision makers with the organisation 	<ul style="list-style-type: none"> Professional experience in non-profit environment. Good knowledge of non-profit sector in Ireland. Comprehensive understanding of statutory child safeguarding provision in both jurisdictions in Ireland



Relevant Skills and Aptitudes	<ul style="list-style-type: none"> • An ambitious self-starter with a proven record of focus on results. • Exceptional oral and written communication skills. • Demonstrable ability to relate to people from diverse backgrounds. • Excellent meeting, project management and people skills. • Positive and energetic attitude. • Attention to detail. • Ability to use standard computer software for word processing, spreadsheets, databases and presentations. 	<ul style="list-style-type: none"> • A natural and enthusiastic networker
Special Requirements	<ul style="list-style-type: none"> • Sound judgement and a strategic mind-set. • High motivation, positive disposition and flexible attitude in response to organisational change and development. • An ability to deal confidentially with sensitive material. 	<ul style="list-style-type: none"> • A strong understanding of Scouting Ireland's methods, ethos and aims. • An appreciation of data protection legislation

Key Responsibilities of this role

The responsibilities include, but are not limited to the following:

Safeguarding

- Ensure the effective management of the Safeguarding Department
- Work with team members in the management of cases
- Ensure all policies are appropriate and reviewed in a timely manner and updated and/or redesigned as required
- Develop informal working relationship with professionals in the area that are mutually beneficial
- Engage in continuous professional development to ensure their ability to carry out the role effectively
- Carry out regular internal audit of all aspects of the Safeguarding function as well as commissioning independent external audit
- Assist in the management of pending legal cases relating to present and past safeguarding matters.
- Assist Scouting Ireland in dealing with press enquiries relating to Safeguarding matters for Scouting Ireland
- Support Scouting Ireland members in preparation for engagement with Members of the Oireachtas / Northern Ireland Assembly.



Reporting

- To provide such reports (written or otherwise) as required by the organisation.

Working With

- Work with the Safeguarding Department to ensure Safeguarding Training is delivered effectively and meets Scouting Ireland’s statutory requirements.
- Represent Scouting Ireland at relevant Safeguarding events within the Safeguarding Sector in Ireland
- Work effectively with the Training Department in Scouting Ireland to ensure that Safeguarding Training provided to Volunteers is fit for purpose

General

- Develop strong working relationships with other Youth Work Organisations in order to ensure Scouting Ireland is in line with best practice in the Safeguarding area.
- Represent Scouting Ireland on committees involving other voluntary / statutory agencies.
- Develop close working relationship with statutory agencies including the Garda Síochána, PSNI TUSLA and Social Services in the North of Ireland
- Any other tasks assigned to them by the Head of Safeguarding
- Undergo such training as may be required (internal & external).
- To carry out other such duties as may be required of you 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 everyone 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 act in building effective internal and external partnerships



Behavioural indicators

- Collaborate in an open professional and effective way
- Help out others when they seem snowed under if practically possible
- 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 at all times
- Behave in a professional way at all times 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 for 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 position with a fixed term contract that will expire on 31st August 2023
- 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, worked over seven days, Monday to Sunday. 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 international and domestic 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:

- Two satisfactory references.
- Successfully completing Garda Vetting/Access NI checks.
- Verification of relevant qualifications.
- Not take on any other role in a voluntary or professional capacity that may lead to a conflict of interest with their employment.
- Successfully completing medical examination to be carried out by a medical practitioner (at Scouting Ireland Services expense)
- Satisfactory completion of the probation period (6 months).
- Where required, evidence of eligibility to live and work in Ireland.
- You will be required to own or have the use of a car.



How to Apply

Applications should be submitted to humanresources@scouts.ie no later than **17:00 on 3rd of July 2020** and must include:

- Cover letter outlining your suitability for the role.
- A CV.
- Contact information of at least two people who can provide employment references.

Applications **MUST** be submitted to the noted email address. No other applications will be considered.

Note: Scouting Ireland is committed to making appointments on merit by a fair and open process, taking due account of equality and diversity. Selection will be carried out consistent with Scouting Ireland's Human Resources Policy. Canvassing will result in immediate disqualification.