



Information Pack for the role of:

## **Project Manager (Events & Conferences)**

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

May 2017



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## 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. Previous to 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](http://www.scouts.ie).



## Organisational Structure

The **National Council** is the governing body of Scouting, and is composed of delegates of all Scout Groups, Scout Counties, some holders of National Appointments and the National Management Committee. The National Council meets at least once per year its function is to elect members of the National Management Committee and consider any motions or proposals made by the National Management Committee or other entity in accordance with the Constitution and Rules.

The **National Management Committee** exercises the powers of the National Council during the periods between meetings of the National Council but is not empowered to amend the Constitution or the Rules nor act in respect of any matters specifically reserved to the National Council. Notwithstanding the generality of the function of the National Management Committee set out in the Constitution the function of the National Management Committee includes:

- The provision of a strategy for the implementation of the Aim and Principles of Scouting Ireland;
- The representation of Scouting Ireland both nationally and internationally;
- The provision of support to all members of Scouting Ireland through the production and development of youth programmes and material to support the management of adult resources;
- The approval of the budget as proposed by the National Treasurer;
- The establishment of operational procedures and guidelines for Scouting Ireland;
- The making of proposals in relation to additions or changes to the Constitution and/or Rules for consideration by the National Council.

The **Board of Directors** is the oversight body of Scouting Ireland Services CLG. The Board of Directors is made up of the members of the National Management Committee and is responsible for oversight not limited to the following areas:

- Financial Oversight
- Risk Management
- HR

The **Chief Executive Officer** is appointed by the Board of Directors and is the most senior professional of Scouting Ireland Services CLG. The CEO directs the work of the Professional Management Team to deliver on the strategic and operational objectives of the organisation.



<b>Role Profile</b>	
<b>Reports to:</b> Manager (Operations)	<b>Direct Reports:</b> None
<b>Outline</b>	
<p>The purpose of the Project Manager (Events &amp; Conferences) appointment is to provide professional event management support to the appointed volunteer teams to deliver successful, on-budget events for the benefit of the Youth Members of Scouting Ireland.</p> <p>Scouting Ireland run a wide range of National Events and Conferences. Types of events include:</p> <ul style="list-style-type: none"> <li>• Jamborees</li> <li>• National Activity Days</li> <li>• National Camps</li> <li>• International Camps</li> <li>• National Conferences</li> </ul> <p>As a new position within our organisation, the Project Manager (Events &amp; Conferences), will be a dynamic, self-starter who will work to develop this function and ensure that project plans are developed and maintained and resources (professional and volunteer) are allocated accordingly.</p>	
<b>Location</b>	
The role will be based in the Scouting Ireland National Office, Larch Hill, Dublin 16.	
<b>Qualifications /Experience Required</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Qualification in Project/Events Management or similar field.</li> <li>• Proven experience as an events planner/organiser.</li> <li>• Excellent leadership skills.</li> <li>• Ability to motivate others in the achievement of project goals.</li> <li>• An ability to report in an effective, clear and concise manner.</li> <li>• Excellent time management and communications skills.</li> <li>• Ability to build productive business relationships.</li> <li>• Ability to manage multiple projects.</li> <li>• Excellent ICT skills (particularly in project management software).</li> <li>• Excellent analytical and problem solving ability.</li> <li>• Have a full clean driving license and use of a car.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in the not for profit/charity sector.</li> </ul>	



- Knowledge of the methods, ethos and aims of Scouting.
- Experience within a volunteer setting either as a volunteer or working with/managing volunteers.

#### General

- Possess general ability and suitability to successfully discharge the role of Project Manager (Events & Conferences)
- Flexibility in working hours to meet the company's needs.
- Must be highly motivated with an ability to manage deadlines and ensure quality in every aspect of reporting.
- 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.

#### Key Responsibilities of this role

- Providing Key support for Jamborí 2018
- Liaise with Heads of Activity to understand the exact event requirements.
- Produce and maintain detailed project plans.
- Maintaining the Scouting Ireland Services responsibilities regarding the Service Level Agreement.
- Assist with researching venues, suppliers and contractors.
- Working with approved IT companies to develop the 'event management system'
- Working with Management Team to ensure appropriate resources are available as required.
- Ensuring that Insurance, legal & H&S obligations are met.
- Developing opportunities for the use of interns/international staff to support events.
- To undertake other, such reasonable duties, that may be assigned by the company from time to time.

#### Key Relationships

- Management Team
- Project Accountant
- All members of Professional Staff
- All volunteer Heads of Activities
- The Scout Shop

#### 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 all team members 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 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 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 an initial duration contract of eighteen months (1.5 years). There may be an option to extend the contract subject to performance, funding and agreement by both parties.
- The salary paid on a monthly basis will be appropriate to the role and will take into account the non-profit nature of Scouting.
- Contractual hours of work are thirty-five (35) hours per week, worked over five 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 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 may be required to own or have the use of a car.



## How to Apply

Applications should be submitted [ONLINE HERE](#) no later than **17:00 on 7<sup>th</sup> June 2017** and should include:

- Completed application form, available from [HERE](#).
- Cover letter outlining your suitability for the role, relating your skills, knowledge and experience to the requirements of role profile. Your particular interest and motivation in applying for this role should also be outlined.
- Contact information of at least two people who can provide employment references.

Applications **MUST** be submitted online through the defined process. No other applications will be considered.

Ideally, the Project Manager (Events & Conferences) will be in place no later than **1<sup>st</sup> August 2017**.

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.

## Further Information

If you require further information about this role and would like to arrange a confidential conversation, please contact the Manager (Operations), Noel O'Connor on [noconnor@scouts.ie](mailto:noconnor@scouts.ie) or 01-4956300