

	Gasóga na hÉireann / Scouting Ireland			
	No.:	Issued:	Amended:	Next Review Date:
	PSD –TOR - TL01	5 th Nov 2020	n/a	31 st December 2021
	Category: Project Team – Terms of Reference			
Programme Services Department: Scouts Section Team Lead				
Related Documents:				
Revision	Date	Description		
1	5 th Nov 20	Document Issued		

Description

The Team Lead for Scouts Section is responsible for coordinating the work of the Scouts section support team. The Team lead will act as the point of contact for the Scouts section support internally in the Programme Dept and externally from membership for support and queries.

Duration of Term

Project Team duration: 36 months

Commencing: 1st January 2021

Termination: 31st December 2021

There will be annual open call for this role with an open call for 2022 planned for December 2021.

Aim of the Team Lead

To be responsible to the Programme Services Department for the efficient operation of the Scouts Support Project Team as set out in the roles and responsibilities outlined herein.

Accountability

The team lead will be accountable to the Core Team and department manager or their delegate.

Team lead must adhere to the Project Team Code of Conduct and will receive a Letter of Appointment.

Approved expenses will be reimbursed for expenditure incurred in carrying out this role as agreed and approved by the Department Manager.

The Scouting Ireland Financial Handbook must be adhered to in relation to all finances associated with the work of the team.

Responsibilities

- Will be a member of the Scouts Support Project Team.
- Working with the relevant department support team member, to organise efficiently the running of the Scouts support project team.
- Is responsible for ensuring that Gasóga na hÉireann / Scouting Ireland's policies & procedures are adhered to by their Project Team.
- To manage the project team, ensuring clear leadership and make sure targets agreed with the Core Team are met.
- Use the Mutual Agreement and Review to review the work of team members.
- Responsible for the submission of reports to the Core Team.
- Further roles may be introduced with agreement between the Team Lead and project team and subject to approval by the Programme Services Department Core Team.
- For ensuring the work, of the project team they are the lead of is delivered on time and within budget.

Reviews

Reviews will be conducted every six months with the Project Team Lead and a member of the Core Team. Reports and reviews should be submitted to the Core Team within 6 weeks of the completion of the scouting year.

Support

The Project team lead will be given specific training before starting their role on particular aspects of their role. In addition, they will get regular support from the Programme Services manager and/or from a designated member of the department core team. At the completion of their term, the team lead will be debriefed on their experiences so that they will shape future project teams.

Assigned Duties

To organise and lead the Scouts support Project Team in line with Gasóga na hÉireann / Scouting Ireland policies and procedures.

Attend Core Team meetings to represent the views of Scouts Team

The Project Team Lead is responsible for ensuring the Project Team responds to requests for support from members and is proactive in developing potential supports.

Ensure the development of the Scouts section through the participation and active involvement in a Programme review

Other duties that may arise relevant to this project team.

Applications through:

[Online Application Form](#)

Role Competencies

Leadership

Brings a focus and drive to building and sustaining high levels of performance and addressing performance issues as they arise.

Work collaboratively with stakeholders to set out a vision of high-quality services, focusing on the needs of the Gasóga na hÉireann / Scouting Ireland membership.

Motivates and support colleagues and stakeholders.

Operates with self-assurance and demonstrates ability to handle challenging situations confidently.

Teamwork

Ability to work well within a team and individually, as appropriate.

Places an emphasis on working as an integral part of the Programme Services Department.

Build and maintain effective relationships with relevant stakeholders.

Drive and commitment to service values

Is self-motivated and shows a desire to continuously perform at the highest level.

Is personally honest and trustworthy.

Through leading by example, fosters the highest standards of ethics and integrity.

Demonstrate the ability to work in a politically sensitive environment.