



Scouting Ireland – VRM&GS Department – Summary

Departments	Volunteer Resource Management and Group Support	
Introduction	The Department supports the delivery of a positive scouting experience in line with our mission, aim and values to ensure the empowerment of youth.	The Department is tasked with the restructuring of SI so that it supports the delivery of a positive scouting experience in line with our mission, aim and values to ensure the empowerment of youth.
Departmental Values	<p>These are the guiding values of every Department in Scouting Ireland:</p> <p>Youth Centric Approach Carrying out each of our functions and objectives in a manner that invariably involves, serves and considers the best interests of our youth members.</p> <p>The Scout Method The working model of the Department must reflect the 8 areas of the Scout Method</p> <ul style="list-style-type: none"> • Law & Promise. • Learning by Doing. • Personal Progression. • Symbolic Framework. • Service and Commitment. • Young People and Adults working together. • Small Group System. <p>Interdependence All Departments must provide collegial support to each other, while working together to achieve the overall aim of Scouting Ireland.</p> <p>Progressivity By continually evaluating our methods, functions and objectives, we must ensure that we are adaptable and relevant.</p>	



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Role of the Department	<ul style="list-style-type: none"> • Group Support • Adult Membership • Delivery of Training • Development of Training • Disputes Resolution and Discipline • Delivery of QSE • National Awards
Core Team Role	<p>The role of the Core Team will be to provide advice and support to the Department on the following matters:</p> <ul style="list-style-type: none"> • Relevant policy development • Input into strategic planning • Annual Business and budgets • Input into the annual work programme based on strategic Objectives/KPI's • Provide advice and support for the work of the department
Core Team Make-up	<p>The makeup of the Core Team will be made up as follows:</p> <ul style="list-style-type: none"> • Volunteers and staff members (including department manager) with the appropriate skills and experience • The Chair, who must be a volunteer, will be chosen from within the core team on an annual basis • Volunteer members will serve for maximum of three years on the Core Team • The core team can co-opt member(s) as and when required
Project Teams	<ul style="list-style-type: none"> • Project teams will be established to carry out designated project(s) as required and defined by a Terms of Reference



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Responsibilities	<p>Review, monitor and evaluate activities of the Department Group Support</p> <ul style="list-style-type: none">• Support various aspects of group running by liaising and getting advice from various departments• Answer queries, give advice and help groups deal with any issues in an timely and efficient manner• Provide regular updates and information about the organisation and legislation to keep groups up to date with their responsibilities• Supporting groups to meet all their compliance needs• Support accident investigations where necessary <p>Adult Membership</p> <ul style="list-style-type: none">• Provide an appropriate and accessible way for all adult members to complete the necessary training(s) and qualifications to fulfil their volunteer role• Provide phone and online support to members and groups who need assistance with updating or queries to their membership <p>Adult Support</p> <ul style="list-style-type: none">• Provide support to members through complaints and disputes procedures• Support all members at group level to deliver a quality scouting experience• Provide upskilling opportunities to adult members <p>Delivery of Training</p> <ul style="list-style-type: none">• Provide regular and country-wide trainings for volunteers to train, re-train and upskill according to Scouting Ireland's Policy• Ensure training is provided by the most suitable, qualified trainers and ensure that is regular train- the-trainers sessions to provide peer-to- peer learnings and upskill new volunteers• Ensure the entirety of the island is supplied with training opportunities, as appropriate• Allow consultation with groups to provide the most relevant training at appropriate intervals. <p>Development of Training</p> <ul style="list-style-type: none">• Ensure a review and evaluation process is in place to monitor and review the current training• To anticipate training requirements and demand for courses Disputes Resolution and Discipline• Administer the disputes and complaints procedures• Provision of appropriate and qualified candidates for the correct running of these services• The writing and constantly updating of policy and procedures in relation to disputes and discipline, as appropriate.
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	<p>Delivery of QSE</p> <ul style="list-style-type: none">• Facilitating the evaluation of groups and monitor the completion of action plans• Ensure that all information generation is efficient and used effectively <p>Awards</p> <ul style="list-style-type: none">• Ensure there is an accessible process for groups to apply for awards• Administer the awards process efficiently
Accountabilities	<p>Accountable to the CEO</p> <ul style="list-style-type: none">• The department must comply with Scouting Ireland’s strategic plan, Scouting Ireland’s governance, the risk policy and all relevant statutory guidelines and legislation in Northern Ireland and the Republic of Ireland• Project teams will be accountable as per the ToR’s