



Information Pack for the role of:

National Scout Centre Operations Supervisor – Castle Saunderson

Scouting Ireland CLG, National Office, Larch Hill, Dublin D16 P023

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Table of Contents

Scouting Ireland	2
Role Profile	3
Summary of Employment Terms and Conditions	6
How to Apply.....	7
Further Information	7



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.



Role Profile

<p>Reports to:</p> <p>National Scout Centres' Manager</p>	<p>Direct Reports:</p> <p>National Scout Centre Caretaker – Castle Saunderson</p>
<p>Purpose</p> <p>The purpose of the appointment of the Centre Operations Supervisor at Castle Saunderson International Scout Centre is to provide operational support to the National Scout Centres' Manager assisting in the day-to-day running of the centre.</p>	
<p>Education, Qualification & Experience</p>	
<p>Essential</p> <ul style="list-style-type: none"> • Relevant 3rd level qualification or equivalent professional experience to effectively discharge the duties of the role. • Experience in General Maintenance and/or Facilities Management. • Computer literate and have the ability to utilise information technology to the best advantage of the centre. • Previous experience of booking and finance management systems. • Previous experience in administration and project management. • Be structured and organised in executing work plans. • Existing qualifications and/or experience of our instructor led activities. • Full clean driving license. <p>General</p> <ul style="list-style-type: none"> • General abilities and suitability to successfully discharge the role of Centre Operations Supervisor. • Articulate and assertive. • Competent reading and writing skills. • An ability to be adaptable and flexible. • An ability to work on own initiative. • Abilities and skills to interact with other professional staff and volunteer personnel. <p>Desirable</p> <ul style="list-style-type: none"> • A reasonable knowledge of the methods, ethos and aims of Scouting. • Experience at a managerial level within a volunteer sector. 	



Key Responsibilities of the Role

The key responsibilities and tasks of the Centre Operations Supervisor include but are not limited to the following:

- Administration including bookings, invoicing, receipts and quotations.
- Equipment Maintenance (Including hire equipment and activity equipment).
- Activities instruction and coordination with activity instructors.
- Be prepared to engage in site maintenance and general outdoor site work where necessary.
- Liaising with the TUS supervisor to schedule housekeeping and general site maintenance duties.
- Procurement and stock control of consumables.
- Develop and agree work schedules and plans on a monthly basis with the National Centres' Manager.
- Management of suppliers and contractors.
- Other ad-hoc duties assigned by the National Centres' Manager.

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 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. Capacity to deliver on commitments. Ability to take ownership of role tasks and areas of responsibility.

Behavioural indicators:

- Deliver your assigned tasks within the assigned time
- Do not 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 CLG offers a range of tangible and intangible working benefits.

- This role is a full-time position with an initial duration contract of twelve months (1 year). 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 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 to recruitment@scouts.ie no later than **17:00 on 17th May 2019** 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 through the defined process. No other applications will be considered.

Interviews will be carried out week commencing 27th May 2019.

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 National Scout Centre Manager, Connor Hodges on chodges@scouts.ie.