

	Gasóga na hÉireann/Scouting Ireland			
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	Source: National Management Committee			
<b>Scouting Ireland – Head of Contingent Terms of Reference</b>				
Revision	Date	Description		
#	23/02/2014	Document Issued		

The Head of Contingent (Hoc) is responsible for the planning and organising of the Contingent to represent Scouting Ireland at the International Event and any related meetings, presentations or events. The Head of Contingent will be responsible for all operational, implementation and post event activities.

### Terms of Office

The Head of Contingent is appointed by the National Management Committee on the recommendation of the International Commissioner following the selection process as defined in SID 99.13 – Selection Procedure National Appointments. The Head of Contingent shall remain in office for at least three months post the International Event or until such time as the affairs of the Scouting Ireland Contingent have been closed off and a final report has been sent to the International Commissioner and presented and accepted by the National Management Committee.

### Roles

Member of the International Activities Team sub committee<sup>1</sup>

### Key area of responsibilities

- Member of the International Activities Sub Committee
- Reports to the International Commissioner
- Pre-event and onsite communication with participants
- Relationship building with key stakeholders
- Establishing a service level agreement with National Office
- Volunteer staff scheduling, task assignments, equipment allocation to ensure an excellent programme experience for all youth participants

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<sup>1</sup>The formation of the International Activities Sub Committee requires the approval of the NMC on an annual basis in accordance with the Constitution & Rules

- Budget preparations and budgetary / SI Financial Policy compliance
- Negotiate agreements with external providers and subcontractors to ensure lowest cost and highest quality service to participants
- Work closely with the International Commissioner and other entities as directed by the NMC
- Establish communication protocols and operating procedures for volunteers and external service providers
- Develop appraisal and tender documents for publishing internally and externally with respect to sites, procurement packages and selection of service providers
- Develop Job Specifications for all Senior Teams Leads of the Contingent Team for approval by the International Activities Sub Committee
- Develop organisation chart for approval by the International Activities Sub Committee
- Recommend for appointment Senior Team Leads in line with the approved organisation chart, for approval by the International Activities Sub Committee
- Enter into Mutual Agreements with Senior Team Leads regarding their specific roles
- Delegate tasks and duties to Senior Team Leads, where appropriate
- Ensure compliance with all Legislative and Scouting Ireland policy regarding Health and Safety and Child Protection
- Retain ultimate responsibility for all the Contingent and associated activities, except where these duties have been assigned to another by the National Management Committee

#### **Qualifications / Experience**

- Have lead at least two Scout, Venture Scout and / or Rover Scout overnights (minimum 10 nights) abroad
- Have participated in a World /European Scout Jamboree
- Membership of the Association in accordance with the Rules.
- Full Knowledge and understanding of the aims and policies of the Association
- To demonstrate an ability to discharge the key areas of responsibility.

#### **Time commitment**

While the appointment description should include an honest estimate of the time commitment required, it should allow for flexibility in relation to the personal time constraints of the individual. The time required for the Head of Contingent appointment can be hard to quantify, but it is in line with a senior management position and is complete upon the submission of the Contingent Report after attendance at the event. Formal meetings of the Contingent Team and the International Activities Sub Committee need to be attended on a regular basis.