

	Gasóga na hÉireann/Scouting Ireland			
	Policy Number	Issued	Last Amended	Next Review
	SID 148/16	24 th Sept. 2016		Sept. 2019
	Category: Membership and Appointments			
Head of Contingent Roverway 2018 – Terms of Reference				

Related Documents
SID 99/13 – National Appointments Selection Process
SID 147/16 – Activity Support Team - Terms of Reference

Revision Schedule		
Revision	Date	Description
#	24/09/2016	Document Issued

Purpose:

To lead the Scouting Ireland Contingent to Roverway in The Netherlands, 2018

Objectives:

- To lead and manage the Scouting Ireland participation in Roverway 2018
- To recruit young people and adult volunteers to participate in the event
- To work with the Activities Support Team to ensure correct oversight and governance of the activity in line with Scouting Ireland policy and procedures

Appointed by:

The National Management Committee on the recommendation of the International Commissioner following the selection process as defined in SID 99.13

Accountable to:

- International Commissioner
- National Management Committee
- Activities Support Team

Reports to:

- International Commissioner
- Activities Support Team

Responsible for:

Contingent Management Team, participants (both Youth & Adult Members) and International Service Team members

Internal Contacts:

International Team, National Youth Programme Committee, Activities Support Team and Scouting Ireland professional staff

External Contacts:

Roverway Organising Team, Contingent Leaders from other National Scout/Guide Organisations and/or Member Organisations and other statutory and voluntary organisations and suppliers

Key Tasks:

- Define, develop and promote a programme for the Scouting Ireland participation in Roverway 2018
- Recruit and lead a Contingent Management Team
- Develop an organisational chart for approval by the Activities Support Team
- Develop job descriptions for all senior team leads
- Enter into mutual agreements with senior team leads regarding their specific roles

- Establish and agree a Service Level Agreement with National Office
- Oversee the recruitment and selection of all Contingent Members, either directly or indirectly
- Work in partnership with Scouting Ireland staff and other Scouting Ireland volunteers to plan, deliver and review the event
- Ensure that there is a positive legacy from this event including working to develop Contingent Members as future leaders
- Liaise with the event organisers and other external partners
- Support the lead Contingent Member responsible for finance in developing the event budget, to be approved by the Activities Support Team
- Ensure that the work of the Contingent is within budget for the project and in compliance with Scouting Ireland policy and procedures
- Provide regular management reports to the Activities Support Team
- Oversee the preparations for the Contingent including the training and development of adult volunteers
- Lead the Contingent during their time in The Netherlands and at any pre- and/or post-Roverway events
- Ensure compliance with all legislative and Scouting Ireland policies regarding health and safety and safeguarding/child protection
- Ensure a full evaluation is completed post event and reported to the Activities Support Team
- Retain ultimate responsibility for all the Contingent and associated activities, except where these duties have been assigned to another person by the National Management Committee

Time commitment:

- The demands on a Roverway Contingent Leader for a two year period are significant (throughout preparation, the event itself and then post-event evaluation and reporting). It is recommended that you would not take on any other major or time-demanding volunteer role during your time as Head of Contingent
- You will need to commit a significant amount of time to pre-event planning and meetings. These will amount to an average of ten weekends a year until December 2018, as well as significant periods at other times throughout the life of the project. In addition, there are likely to be two Heads of Contingent meetings requiring travel to The Netherlands
- You will need to commit to attending Roverway itself and will be out of the country for approximately ten days in late July and the first week of August 2018

Terms of appointment:

The appointment is for a term of approximately two years. The Head of Contingent shall remain in office for at least three months post the Roverway 2018 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 Activities Support Team. This should be completed no later than December 2018.

This is a voluntary role and is unremunerated; however, reasonable expenses in line with the Association's expenses policy will be paid.