

	Gasóga na hÉireann/Scouting Ireland			
	Policy Number	Issued	Last Amended	Next Review
	SID 149/16	24 th Sept. 2016		Sept. 2019
	Category: Membership and Appointments			
Head of Contingent World Scout Jamboree 2019 – 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 Irish Contingent to the 24th World Scout Jamboree in North America, 2019

Objectives:

- To lead and manage the Scouting Ireland participation in the 24th World Scout Jamboree
- 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, Troop Leaders, International Service Team members and Youth Members

Internal Contacts:

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

External Contacts:

Jamboree Organising Team, Contingent Leaders from other National Scout Organisations and other statutory and voluntary organisations and suppliers

Key Tasks:

- Define, develop and promote a programme for the Scouting Ireland participation in the 24th World Scout Jamboree
- 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 North America and at any pre- and/or post-Jamboree events
- Ensure compliance with all legislative and Scouting Ireland policy 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 Jamboree Contingent Leader for a three 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 Contingent Leader
- 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 2019, 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 North America.
- You will need to commit to attending the Jamboree itself and will be out of the country for approximately three weeks in late July and the first half of August 2019.

Terms of appointment:

The appointment is for a term of approximately three years. The Head of Contingent shall remain in office for at least three months post the World Scout Jamboree 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 2019.

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