

	Gasóga na hÉireann/Scouting Ireland			
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	SID 99-13	16 <sup>th</sup> June 2013	14 <sup>th</sup> May 2016	May 2019
	Source: National Management Committee			
<b>Scouting Ireland – National Appointment Selection Process</b>				
Revision	Date	Description		
D	14/05/2016	Addition of Growth and Sustainability Coordinator		
C	12/03/2016	Revisions to the make up of the selection panels Addition of shortlisting, interview and conflict of interest descriptions		
B	18/07/2015	Revision to Head of Contingent Revision to Head of National Activity Addition of Equality, Diversity and Inclusiveness Advisor and Facilitator Addition of Member of the Scouting Ireland Audit and Risk Management Committee Programme Commissioner, Training Commissioner, Team Leader (Campsites & Facilities) & Quartermaster and Logistics Interview panels amended		
A	27/09/2014	Revision to selection of Programme Commissioner		
#	16/06/2013	Document Issued		

## Introduction

Scouting Ireland has a procedure in place to support the National Management Committee making decision in relation to granting Scouters a National Appointment.

## National Appointments

The National Management Committee is responsible for granting the following National Appointments<sup>1</sup>:

- Programme Commissioner
- Training Commissioner
- Camp Chief: National Campsite/Scout Centre
- Team Leader Campsites/Facilities

The National Management Committee is responsible for granting the following positions;

- Head of Contingent<sup>2</sup>
- Head of National Activity<sup>3</sup>
- Quartermaster and Logistics Team Lead<sup>4</sup>
- Equality, Diversity and Inclusiveness Advisor and Facilitator<sup>5</sup>
- Members of the Scouting Ireland Audit and Risk Management Committee<sup>6</sup>
- Growth and Sustainability Coordinator<sup>7</sup>

<sup>1</sup> National Appointments are defined under Rule 21

<sup>2</sup> These positions can arise from time to time for an International Jamboree/National Jamboree as approved by the National Management Committee

<sup>3</sup> A head of National Activity is typically a Jamboree Camp Chief or other position as defined by the National Management Committee from time to time

<sup>4</sup> Quartermaster and Logistics Team Lead terms of reference noted in SID 57-10

<sup>5</sup> Equality Diversity and Inclusiveness Advisor and Facilitator Position Description noted in SID 104A-15

<sup>6</sup> Scouting Ireland Audit and Risk Management Committee terms of reference noted in SID 125-15

<sup>7</sup> Growth and Sustainability Coordinator Position Description noted in SID 141-16

## **Adults in Scouting**

Successful candidates will undergo an annual mutual agreement process with a designated member of the National Management Committee.

## **Association Strategy**

Members seeking appointment to any National position should present their plans for discharging the functions of their brief in terms of realising the Scouting Ireland Strategy. The latest version of the association strategy will be available in advance to all candidates.

## **Professional Support**

The CEO may assign an appropriate member of Professional Staff to be a member of the interview panels.

## **Shortlisting**

Short-listing may be carried out to identify those candidates who best meet the selection criteria for the position; who are most likely to be capable of carrying out the duties of the job; and about whom Scouting Ireland wish to find out more during a formal interview.

Selection for the short-list will be done by assessing applications in relation to the essential and desirable criteria as detailed in the person specification. Candidates will be assessed against the selection criteria and not against each other. New selection criteria will not be introduced at the short-listing stage. The short-listing panel will ensure that the process used is consistent and fair.

Short-listing will be conducted by the full interview panel.

## **The Interview**

Scouting Ireland believes that a candidate's recent past experience is the best indicator of future success so we design our interviews as a conversation, focusing on your experience and how it relates to the position or appointment being recruited for.

Our competency-based interview questions are designed to elicit responses from candidates, which give details about the work/projects they have done, the way they have completed the projects or work and the environment in which it happened.

## **Conflict of Interest**

To avoid any real or perceived conflict of interest individuals involved in interview and nomination should avoid interviewing and/or making appointment decisions on immediate family. If these circumstances arise then it is expected that the Interview Panel member will resign from the panel

and the Chairperson will identify a replacement.

Interview Panel members may also have a friendship or other form of relationship, positive or negative, with one or more of the applicants for a position. In these circumstances, they should inform the Chairperson and other Interview Panel members prior to commencement of the short listing and interview processes. If the member of the Interview Panel feels that the relationship may make it difficult for her/him to apply the merit principle, or feels that her/his participation may compromise application of the merit principle, then the Interview Panel should decide whether it is appropriate for the Interview Panel member to be part of the selection process.

The Interview Panel may seek advice on this matter from the National Secretary.

### **Programme Commissioner**

*Rule 144 states:*

*A Programme Commissioner shall be appointed by the National Management Committee and shall hold office concurrently with the Chief Commissioner (Youth Programme). He/she may be nominated for the position by:*

- (a) A Scout Group Council*
- (b) A Scout County Management Committee*
- (c) Any member of the National Management Committee*

The process for appointing a Programme Commissioner is as follows:

1. The National Secretary will seek nominations from A Scout Group Council, A Scout County Management Committee or a member of the National Management Committee
2. The nominated individual/s will be interviewed by up to a five person panel (minimum of three person and must include the Chief Commissioner (Youth Programme)) comprised of:
  - a. Chief Commissioner (Youth Programme) – Chair
  - b. Chief Commissioner (Adult Resources)
  - c. National Secretary
  - d. One other nominated and accepted members of the National Management Committee
  - e. An appropriate member of Professional Staff may be assigned by the Chief Executive Officer

*or in the case of the Programme Commissioner (Youth Empowerment); f) shall apply in the place of d)*

  - f. Chairperson: National Youth Forum (Scouts), The Chairperson: National Youth Forum (Venture Scouts) and The Chairperson: National Youth Forum (Rover Scouts)
3. The successful candidate(s) will be nominated to the National Management Committee for appointment.

## **Training Commissioner**

*Rule 152 states:*

*The Training Commissioner is appointed by the National Management Committee and shall hold office concurrently with the Chief Commissioner (Adult Resources). He/she may be nominated for the position by:*

- (a) A Scout Group Council*
- (b) A Scout County Management Committee*
- (c) Any member of the National Management Committee*

The process for appointing a Training Commissioner is as follows:

1. The National Secretary will seek nominations from A Scout Group Council, A Scout County Management Committee or a member of the National Management Committee
2. The nominated individual/s will be interviewed by up to a five person panel (minimum of three person and must include the Chief Commissioner (Adult Resources)) comprised of:
  - a. Chief Commissioner (Adult Resources) – Chair
  - b. Chief Commissioner (Youth Programme)
  - c. National Secretary
  - d. One other nominated and accepted members of the National Management Committee
  - e. An appropriate member of Professional Staff may be assigned by the Chief Executive Officer
3. The successful candidate will be nominated to the National Management Committee for appointment.

## **Camp Chief: National Campsite/Scout Centre**

*Rule 181 states:*

*The Camp Chief of a National Campsite / Scout Centre is appointed by the National Management Committee for a term of three years and is eligible for re-appointment for one further term of three years. The Camp Chief is the chairperson of the National Campsite/ Scout Centre Management Committee.*

The process for appointing a Camp Chief: National Campsite/Scout Centre is as follows:

1. The National Secretary will seek applications from interested members of Scouting Ireland.
2. Applications may be put through a shortlisting process based on the criteria of the position.
3. The shortlisted applicants will be interviewed by a three person panel comprised of:
  - a. Team Leader Campsites/Facilities - Chair

- b. One other members of the Campsites & Facilities Team
  - c. The Support Officer (Campsites & Facilities)
4. The successful candidate will be nominated to the National Management Committee for appointment.

### **Team Leader Campsites/Facilities**

*Rule 185 states:*

*The National Management Committee shall appoint a Team Lead Campsites/Facilities who shall be responsible for the development and evaluation of campsites and other facilities of Scouting Ireland. The Team Lead Campsites/Facilities is appointed by the National Management Committee for a term of three years and is eligible for re-appointment for one further term.*

The process for appointing a Team Leader Campsites/Facilities is as follows:

1. The National Secretary will seek applications from interested members of Scouting Ireland.
2. Applications may be put through a shortlisting process based on the criteria of the position.
3. The shortlisted applicants will be interviewed by up to a five person panel (minimum of three person and must include the National Treasurer) comprised of:
  - a. National Treasurer - Chair
  - b. Chief Commissioner (Youth Programme)
  - c. Chief Commissioner (Adult Resources)
  - d. One other nominated and accepted members of the National Management Committee
  - e. The Support Officer (Campsites & Facilities)
4. The successful candidate will be nominated to the National Management Committee for appointment.

### **Head of Contingent**

The process for appointing a Head of Contingent is as follows:

1. The National Management Committee will decide if it will appoint a single Head of Contingent or appoint two Scouters to jointly hold the position.
2. The National Secretary will seek applications from interested members of Scouting Ireland.
3. Applications may be put through a shortlisting process based on the criteria of the position.
4. The shortlisted applicants will be interviewed by up to a Five person panel (minimum of three person and must include the International Commissioner) comprised of:
  - a. International Commissioner – Chair

- b. Chief Commissioner (Youth Programme)
  - c. Chief Commissioner (Adult Resources)
  - d. One other nominated and accepted member of the National Management Committee
  - e. An appropriate member of Professional Staff may be assigned by the Chief Executive Officer
5. The successful candidate will be nominated to the National Management Committee for appointment.

### **Head of National Activity**

The process for appointing a Head of National Activity is as follows:

1. The National Management Committee will decide if it will appoint a single Head of National Activity or appoint two Scouters to jointly hold the position.
2. The National Secretary will seek applications from interested members of Scouting Ireland.
3. Applications may be put through a shortlisting process based on the criteria of the position.
4. The shortlisted applicants will be interviewed by up to a six person panel (minimum of three person and must include the Chief Commissioner (Youth Programme) comprised of:
  - a. Chief Commissioner (Youth Programme) - Chair
  - b. Chief Commissioner (Adult Resources)
  - c. One other nominated and accepted member of the National Management Committee
  - d. The Programme Commissioner for each section taking part in the National Activity
  - e. An appropriate member of Professional Staff may be assigned by the Chief Executive Officer
5. The successful candidate will be nominated to the National Management Committee for appointment.

### **Quartermaster and Logistics Team Lead**

The process for appointing a Quartermaster and Logistics Team Lead is as follows:

1. The National Secretary will seek applications from interested members of Scouting Ireland.
2. Applications may be put through a shortlisting process based on the criteria of the position.
3. The shortlisted applicants will be interviewed by up to a six person panel (minimum of three person and must include the National Treasurer) comprised of:
  - a. National Treasurer - Chair
  - b. Chief Commissioner (Youth Programme)
  - c. Chief Commissioner (Adult Resources)

- d. Team Leader Campsites/Facilities
  - e. One other nominated and accepted member of the National Management Committee
  - f. An appropriate member of Professional Staff may be assigned by the Chief Executive Officer
4. The successful candidate will be nominated to the National Management Committee for appointment.

### **Equality, Diversity and Inclusiveness Advisor and Facilitator**

The process for appointing an Equality, Diversity and Inclusiveness Advisor and Facilitator is as follows:

1. The National Secretary will seek applications from Scouters who wish to be considered for appointment.
2. Applications may be put through a shortlisting process based on the criteria of the position.
3. The shortlisted applicants will be interviewed by up to a four person panel (minimum of three person and must include the National Secretary) comprised of;
  - a. National Secretary - Chair
  - b. Chairperson (National Spiritual & Religious Advisory Panel)
  - c. One other external person with appropriate expertise/experience in the area of Equality, Diversity and Inclusiveness appointed by the National Secretary.
  - d. An appropriate member of Professional Staff may be assigned by the Chief Executive Officer
4. The successful candidate will be nominated to the National Management Committee for appointment.

### **Member of the Scouting Ireland Audit & Risk Management Committee**

The process for appointing members to the Scouting Ireland Audit & Risk Management Committee is as follows:

1. The National Secretary will seek applications from Scouters who wish to be considered for appointment to the Scouting Ireland Audit & Risk Management Committee.
2. Applications may be put through a shortlisting process based on the criteria of the position.
3. The shortlisted applicants will be interviewed by up to a four person panel (minimum of three person) comprised of;
  - a. National Treasurer - Chair
  - b. Financial Controller
  - c. One other member of the NMC with appropriate expertise/experience in the area of Audit & Risk Management appointed by the NTPIC

- d. A representative of the firm appointed as Scouting Ireland Auditors
4. The successful candidate/s will be nominated to the National Management Committee for appointment.

### **Growth and Sustainability Coordinator**

The process for appointing the Growth and Sustainability Coordinator is as follows:

1. The National Secretary will seek applications from Scouters who wish to be considered for appointment as the Growth and Sustainability Coordinator.
2. Applications may be put through a shortlisting process based on the criteria of the position.
3. The shortlisted applicants will be interviewed by a three person panel comprised of;
  - a. Two members of the Provincial Management Support Group
  - b. An appropriate member of Professional Staff assigned by the Chief Executive Officer.
4. The successful candidate/s will be nominated to the National Management Committee for appointment.