

	Gasóga na hÉireann / Scouting Ireland			
	No.:	Issued:	Amended:	Next Review Date:
	CSD-TOR-04	16th December 2019	14th August 2020	31st August 2021
	Category: Project Team – Terms of Reference			
	Corporate Services Department : National Scout Centre’s Development Team			
Related Documents:				
Revision	Date	Description		
1	16th Dec 2019	Document Issued		
2	14 th Aug 2020	Minor Updates		

Description

The ‘*National Scout Centre’s Development Team*’ will be a project team serving all National Scout Centres within the Corporate Services Department. This team will support the overall planning and development of the National Scout Centres in line with the Scouting Ireland Strategic Plan. Individuals can apply through an open call. A Project Team Lead will be appointed by the Core Team and will lead this Project Team.

Duration of Term

Project Team duration: 12 months

Commencing: 1st January 2021

Termination: 31st December 2021

There will be annual open calls for this team, with the open call for 2022 is planned for August 2021.

Aims of the Team

The ‘*National Scout Centre’s Development Team*’ aims are as follows:

- To plan for the coordinated development of the Centres
- To provide the Core Team with the relevant information to support the development of the National Scout Centre’s
- To produce project recommendations that support the department to achieve the strategic goals
- To ensure all Centres have a 12 month project plan ensuring Health and Safety is at the forefront
- Make recommendations regarding business development including pricing structures while ensuring our customers (Scouting Ireland members and non-Scouting Ireland members) are receiving ‘value for money’
- Ensure the Centres development is in line with the Scouting Ireland strategy.

Accountability

All persons on the 'National Scout Centre's development Team' will be accountable to the Core Team and department manager or their delegate, through the Project Team Lead.

All members of the team must adhere to the Project Team Code of Conduct and will receive a Letter of Appointment.

The project team budget will be approved by the Core Team and the National Scout Centres' Managers will administer the budget and monitoring spending associated with this team.

Reviews

Reviews will be conducted every six months of the project by Project Team Lead in conjunction with the National Scout Centres' Manager and submitted to the Core Team for consideration.

An annual report and review should be submitted to the Core Team within 6 weeks of the completion of the 12 month project.

Assigned Duties

1. Planning, implementing, and monitoring of the National Scout Centres' development plan which supports the Scouting Ireland strategy
2. Develop a 12 month project plan for each site
3. Ensure that all recommendations from the Health & Safety Reports for each Centre are accounted for in the 12 month plan
4. Identify and recommend specific development projects requiring dedicated project teams to the Core Team
5. To review all price structures within the National Scout Centre's annually and make recommendations
6. Identifying areas of improvement in development for the Centres with respect to programme and facilities within all plans
7. Progress environmental awareness programmes and initiatives across all National Centres
8. Recommend promotional and marketing initiatives that could be introduced to widen the client base
9. Other duties that may arise relevant to this project team

Meetings

Project Teams will meet a minimum six times a year. Members of the department support team and the Core Team may attend.

Additional Information

- Meetings will be conducted via teleconferencing platform and in person as appropriate
- Project roles and team structure will be defined by the Core Team
- All individuals appointed to the project team must be formally approved by the Corporate Services Department Core Team
- The Core Team may request additional duties to be assigned to the Project Team

- The terms of reference can be subject to change by the Core Team
- Reasonable expenses will be reimbursed for expenditure incurred in carrying out these roles
- The Scouting Ireland Financial Handbook must be adhered to
- All individuals appointed will be required to complete and agree to a verification process
- The work of the project team must support Scouting Ireland's Strategy
- The work of the project team must not compromise the companies risk register
- The work of the project team must be in line with good governance

Measurables

- Create a three year business plan for the National Scout Centres'
- Action the recommendations arising from the existing Health and Safety Reports
- Create a 12 month action plan in consultation with the Core Team
- Make recommendations with regard to the development of the sites/centres with respect to programmes, SDG's and other relevant initiatives