



CC:

Group Leaders
County Commissioners
Programme Commissioners
Training Commissioner
Honorary Vice Presidents
National Management Committee
Scouting Ireland Staff

31st January 2013

Scouting Ireland – Staff Recruitment

Dear Scouter,

A vacancy has arisen in the Northern Province of Scouting Ireland for the position of;

- Group Support Facilitator

This position will be for a fixed term of twelve months.

This position will be based in the Armagh/Fermanagh area.

The closing date for applications is 17:00 on Friday 22nd February.

Short-listing will apply and interviews with successfully short-listed candidates will take place within two weeks of the closing date.

To apply for this position please complete [this online form](#) and attach a;

- Letter of Application
- Current C.V. not more than four pages
- Copy of current full driving licence

Please do not submit hard copy applications to National Office, only applications made online will be considered.

Yours in Scouting

**Seán Farrell
National Secretary**

Reports to: Provincial Support Officer	Direct Reports to: None
<p><u>Key Objectives of this Role</u></p> <ul style="list-style-type: none"> • To proactively support Groups with the delivery of the highest quality Scouting experience to their youth membership • To proactively support the development of new Scout Groups and Sections in your assigned area • To support the recruitment of adult volunteers to ensure growth is achieved • To provide effective support to County Management Teams so that they may grow and develop Scouting opportunities for your people in your assigned area • To proactively support membership growth in Scout Groups and Scout Counties 	
<p><u>Core Competencies</u></p> <ul style="list-style-type: none"> • Communication Skills • Action Oriented • Membership focused • Influencing skills • Youth Work sector knowledge 	
<p><u>Qualifications /Experience Required</u></p> <p><u>Essential</u></p> <ul style="list-style-type: none"> • A relevant 3rd level qualification or the equivalent professional experience to effectively discharge the duties of the role • Experience of working within a youth work setting. A minimum of 3 years' experience in the last 5 years • Experience within a volunteer setting either as a volunteer or working with/managing volunteers • Have a full driving license and/or access to a car. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Knowledge of the methods, ethos and aims of Scouting • Experience within a volunteer setting either as a volunteer or working with/managing volunteers 	
Key Responsibilities of this role	
<p><u>Adult Recruitment</u></p> <ul style="list-style-type: none"> • To actively support Scout Groups and Counties in the Adult Recruitment process • To advise Groups, Counties re National and Provincial policies and initiatives e.g. insurance, registration, etc. <p><u>Membership Growth</u></p>	

- To support the growth of Scouting within your designated area in line with agreed targets
- To support Scout Groups to put in place strategies to increase membership within their existing sections or to open new sections within their Scout Groups
- To develop new Scout Groups within your designated area in line with agreed targets

Supporting County Management Teams

- To support the County Management Team in the development and delivery of the County Development Plan
- To support the County Commissioner and the County Management Teams in the attainment of their strategic goals
- To support the County Commissioner in the Induction of new Group Leaders
- To advise the Provincial Commissioner and the Provincial Management Support Team on issues that relevant to the Province e.g. funding, training, etc.

Quality Scouting Experience

- To support Scout Groups and Counties with the implementation of Scouting Irelands quality scouting system
- To analyse the annual results from the Quality Management System and advise senior volunteers with regards to these results
- To support Group Leaders and County Commissioners in the development of their Group and County development plans

Other

- To provide appropriate support to Groups as required
- To build and enhance appropriate relationships with other youth organisations and agencies where they will enhance the delivery of Scouting
- To provide such additional support that may from time to time be agreed with the Manager (Support Functions) and/or the Provincial Support Officer
- To support the delivery of Scouting Ireland initiatives, projects or programme as directed

Competencies

<u>Core Competencies</u>	<u>Required Behaviours</u>
<u>Influencing</u> <ul style="list-style-type: none"> • Able to prepare a solid case in order to win commitment to an idea or action • Shows awareness of own impact • Able to select the optimum approach to influencing others 	<u>Influencing</u> <ul style="list-style-type: none"> • Demonstrates tact, discretion, and subtlety in winning over key audiences • Identifies situation in which it appropriate to offer own opinion • Establishes credibility and respect based on demonstrated expertise • Considers the perspective of others and facilitates discussion to explore common ground • Persuades and convinces others using fact, logic and concrete examples
<u>Action Orientated</u> <ul style="list-style-type: none"> • Deal effectively with setbacks • Set goals for success • Displays urgency and enthusiasm • Proactive approach to work 	<u>Action Orientated</u> <ul style="list-style-type: none"> • Stands back from tasks and considers if there is a better way to do things. • Has ability to deal with setbacks and disappointments.

	<ul style="list-style-type: none"> Consistently delivers actions promised and follows up. Displays a proactive approach to working with limited supervision. Takes action to avoid delays
<u>Membership Focus</u> <ul style="list-style-type: none"> Able to building effective Volunteer relationships Use feedback to understand the needs and priorities of Volunteers and meet their expectations. 	<u>Membership Focus</u> <ul style="list-style-type: none"> Works collaboratively with volunteers. Understands the needs of volunteers and offers solutions/service in this context. Advises others on the appropriate way of working with volunteers queries/problems. Asks for Volunteer feedback and acts on results Exceeds volunteer satisfaction requirements
<u>Youth work sector knowledge</u> <ul style="list-style-type: none"> Demonstrate knowledge of relevant areas of expertise. Able to gather knowledge from a variety of sources and to build relationships with appropriate people Makes effective use of operational and scouting knowledge to meet the organisation's needs. Strives to improve and build on own knowledge 	<u>Youth work sector Knowledge</u> <ul style="list-style-type: none"> Highly competent in own area of expertise and good understanding of other areas of work Demonstrates a developing understanding of the role. Keeps up to date of developments in scouting in Ireland and other young work areas Ability to gather and collate information and knowledge from a variety of sources.
<u>Communications</u> <ul style="list-style-type: none"> Able to communicate using a variety of styles and methods as appropriate Understands the importance of timely communication with members and professional colleagues Good listening skills Able to communicate the ethos and methods of Scouting to non-members (perspective members, stake holders) 	<u>Communications Behaviours</u> <ul style="list-style-type: none"> Presents information, written or verbal, in a clear/fluent/concise/compelling manner. Ability to communicate their position or point of view clearly. Is an active listener. Establishes and maintains effective lines of communication. Effective two-way communicator. Explains complex issues in straightforward manner. Questions others effectively and checks understanding on both sides.