



CC:

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

5<sup>th</sup> March 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 March 2013.

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**

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

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

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