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Ref: L24/2016 - Scouting Ireland Staff Recruitment – Lough Dan National Scout Centre

30th March 2016

A vacancy has arisen for a National Scout Centre Summer Assistant at Lough Dan National National Scout Centre, Roundwood, Co. Wicklow.

This position will commence in early/mid June and will run for approximately six weeks (to be agreed with the successful candidate and the Support Officer – Campsites & Facilities)

The role profile for this position is attached to this communication.

Information on [Lough Dan](#) can be seen [HERE](#)

Application Process

- 1) Download and complete [THIS APPLICATION FORM](#)
- 2) Go to [THIS WEBSITE](#) and complete this [ONLINE FROM](#)
- 3) As part of the [ONLINE FORM](#), upload a Letter of Application and the completed [APPLICATION FORM](#).
- 4) You will receive an automatic confirmation email once the application has been submitted.
- 5) Short-listing will apply and interviews with successfully short-listed candidates will take place within three weeks of the closing date.

The closing date for applications is 17:00 on Friday 29th April 2016.

Canvassing will disqualify.

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

Yours sincerely

John Lawor
Chief Executive Officer

PATRON Michael D. Higgins
PRESIDENT OF IRELAND

Reg. No. 397094
Charity No. CHY3507



<p>Reports to:</p> <p>Support Officer (Campsites & Facilities)</p>	<p>Direct Reports:</p> <p>None</p>
<p><u>Purpose</u></p> <p>The purpose of the appointment of a National Scout Centre Summer Assistant and Lough Dan is to provide operational support to the Camp Chief and volunteer staff assisting in the day to day running of the National Scout Centre during part of the summer months.</p>	
<p><u>Qualifications /Experience Required</u></p> <p><u>Essential</u></p> <ul style="list-style-type: none"> • Possess general ability and suitability to successfully discharge the role of National Scout Centre Summer Assistant. • Be fully computer literate and have the ability to utilise information technology to the best advantage of the centre. <p><u>General</u></p> <ul style="list-style-type: none"> • Proven ability in project coordination. • Must be articulate and assertive. • Be structured and organised in executing work plans. • Possess ability to be adaptable and flexible. • Possess the ability to work on own initiative. • Possess the ability and skills to interact with other professional staff and volunteer personnel. • Existing qualifications and/or experience of our instructor led activities will be a distinct advantage. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Posses a reasonable knowledge of the methods, ethos and aims of Scouting. • Knowledge and understand of the Scouting Ireland National Scout Centre Network and in Particular, Lough Dan, will be a distinct advantage. 	
<p>Key Responsibilities of this role</p>	
<p>The key responsibilities of the National Scout Centre Summer Assistant at Lough Dan shall include but not be limited to the following;</p> <ul style="list-style-type: none"> • Promotion of volunteer summer staff initiative • Rostering volunteer summer staff • Administration including bookings and receipts • Working with visiting groups and facilitating their needs • Supervision of staff lead Activities • Site Maintenance • Other duties specified by the Support Officer (Campsites & Facilities) 	

Scouting Ireland’s Core Behavioural Framework

1. Communication

Definition:

Expressing and listening to ideas effectively in individual and group situations (Including nonverbal communication) adjusting language or terminology to the characteristics and needs of the audience.

Behavioural indicators

- Listen actively and respond accordingly
- Deliver consistent and accurate messages both internal and externally
- Use the appropriate vocabulary with the appropriate audience
- Ensure non verbal communication is appropriate to the audience
- Ensure all communication is dealt with in a timely, responsible & courteous fashion

2. Teamwork, flexibility & Partnerships

Definition:

Working effectively in varying environments with everyone to accomplish the strategy and objectives of Scouting Ireland, taking action that respects the contribution of others, aligning personal objectives to the objectives of the organisation. Identify and take action to building effective internal and external partnerships

Behavioural indicators

- Collaborate in an open professional and effective way
- Help out others when they seem snowed under if practically possible
- Support colleagues with the completion of jobs when appropriate
- If you have the skills be prepared to share the knowledge where appropriate
- Be prepared to take on new tasks as required or needed
- Develop and invest in internal and external partnerships

3. Member Focus

Definition:

Making the members and their needs a primary focus of one’s actions;
Developing and sustaining productive member relationships

Behavioural indicators

- Be friendly courteous and helpful at all times
- Behave in a professional way at all times when dealing with members
- Consider members opinions in the context of the organisation
- Be aware the constraints that a member may have as they are volunteers
- Treat members professionally and consistently
- Understand the balance and sensitivity between advisory and directive support

4. Initiative & Delivery

Definition:

Taking prompt action to accomplish objectives making active attempts to influence events to achieve goals self starting rather than accepting passively, taking action to achieve goals beyond what is required, deliver on commitments, take ownership of role tasks and areas of responsibility

Behavioural indicators:

- Deliver your assigned tasks within the assigned time
- Don't wait for to be told what to do
- Explore new and more efficient ways of completing tasks
- Be prepared to suggest and take ownership of new initiatives
- Deliver on your initiatives with close attention to detail