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Ref: L05/2017 - Scouting Ireland Staff Recruitment – Mount Melleray Scout Centre

11<sup>th</sup> January 2017

A vacancy has arisen for a National Scout Centre Manager at Mount Melleray Scout Centre, Cappoquin, Co. Waterford.

This position, which is subject to funding, is for a fixed term contract of one year and subject to a six-month probationary period.

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

Information on [Mount Melleray](#) can be seen [HERE](#).

### Application Process

- 1) Download and complete [THIS FORM](#)
- 2) Go to [THIS WEBSITE](#) and complete this [ONLINE FORM](#)
- 3) As part of the [ONLINE FORM](#), upload a Letter of Application outlining your suitability for the role 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 Monday 6<sup>th</sup> February 2017.

Selection will be carried out consistent with Scouting Ireland's Human Resources Policy which can be downloaded from [HERE](#). 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 Lawlor**  
Chief Executive Officer

Reg. No. 397094  
Charity No. CHY3507

PATRON Michael D. Higgins PRESIDENT OF IRELAND



Member of World Organisation of the Scout Movement

Directors: A list of names and personal details of every director of the company is available for inspection to the public at the company's registered office for a nominal fee. Scouting Ireland is a company limited by guarantee exempt from using the word "limited". Registered Office: Scouting Ireland National Office, Larch Hill, Dublin 16

<p><b>Reports to:</b></p> <p>Support Officer (Campsites &amp; Facilities)</p>	<p><b>Direct Reports:</b></p> <p>None</p>
<p><b><u>Purpose</u></b></p> <p>The purpose of the National Scout Centre Manager appointment in Mount Melleray Scout Centre is to:</p> <ul style="list-style-type: none"> <li>• In conjunction with the Support Officer (Campsites &amp; Facilities) to devise and implement strategies that would achieve the objectives of the Scouting Ireland National Management Team and the Mount Melleray Scout Centre Management Committee.</li> <li>• Manage and supervise the physical facilities and properties in Mount Melleray.</li> <li>• Market the Centre to Scout, Guide, Schools and other Youth organisations. Research and develop the introduction of programmes that will maximise the use of the Centre both at weekends and mid-week and increase revenue.</li> <li>• Manage the activity programmes at the Centre.</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>• Have a full clean driving license.</li> <li>• Be fully computer literate and have the ability to utilise information technology to the best advantage of the National Scout Centre.</li> <li>• Previous experience in administration and project management.</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Experience in Facilities/Hospitality/Marketing/Outdoor Activities management or other equivalent management experience.</li> <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> <li>• Experience at managerial level within the Volunteer or youth Work Sector.</li> <li>• Existing qualifications and/or experience of our instructor led activities will be a distinct advantage.</li> </ul> <p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>• Possess general ability and suitability to successfully discharge the role of National Scout Centre Manager at Mount Melleray Scout Centre.</li> <li>• Flexibility in working hours to meet Scouting Irelands needs.</li> <li>• Must be articulate and assertive.</li> <li>• Competent writing skills required.</li> <li>• Be structured and organised in executing work plans.</li> <li>• Possess ability to be adaptable and flexible.</li> <li>• Possess the ability to work on own initiative.</li> </ul>	

- Possess the ability and skills to interact with other professional staff and volunteer personnel.

### Key Responsibilities of this role

The key responsibilities and tasks of the Centre Manager include but are not limited to the following;

#### Protection and Control of Property:

- Control and manage all use of property.
- Ensure safe operating conditions and know emergency procedures.

#### Business Responsibility:

- Comply with established Scouting Ireland business procedures ensuring proper financial accounting is maintained.
- Liaise directly with the Community Employment Scheme Supervisor to ensure:
  - The preparation of regular reports, maintenance of essential business records and the preparation and processing of invoices for the Scout Centre in an efficient manner.
  - That bookings are properly recorded and all correspondence is dealt with in an efficient manner.
- Ensure the prompt collection of monies due to the centre and that all monies received are properly recorded and promptly lodged to the centre bank account
- Ensure that purchasing is carried out within the procedures laid down by Scouting Ireland and that accurate records are maintained of all payments made.
- Manage the promotion of the Centre utilising and maintaining an up to date online presence

#### Operation of Physical Facilities and Property:

- Ensure that all physical property and mechanical equipment in use at the centre is maintained in an acceptable operating condition.
- Liaise directly with the Community Employment Scheme Supervisor to ensure that any equipment used as part of the CE scheme is also properly maintained.
- Be particularly alert to conditions that affect health, safety, sanitation and good housekeeping.
- Liaise directly with the Community Employment Scheme Supervisor to ensure that any catering provided for groups using the hostel building is properly managed ensuring that supplies are ordered on time and that budgets are maintained within the set limits.
- Liaise directly with the Community Employment Scheme Supervisor to ensure that bookings at the Centre on a week to week basis are properly managed, ensuring that the hostel and camping grounds are kept in prime condition.
- Establish, in conjunction with the Mount Melleray Scout Centre Management Committee and the Scouting Ireland Support Officer (Campsites and Facilities) the schedule to support the overall Strategy of Scouting Ireland & Mount Melleray Scout Centre.
- Liaise with the Centre volunteer weekend crews to ensure that there is continuity in the delivery of service to visitors and provide any support necessary to enable the volunteer centre crew to execute their duties.

#### Maintenance of Physical Facilities and Property:

- Make regular inspections to determine essential repairs and corrective action as required.
- Submit to Mount Melleray Scout Centre Committee estimates of time and materials required and ensure general repairs are performed as authorised and agreed by the Mount

Melleray Scout Centre Committee.

- Establish a system of preventative maintenance.
- Maintain a record of all maintenance actions and all maintenance completed.
- Assist in the strategic planning of Mount Melleray Scout Centre development and the implementation of same.
- Continue to improve and develop the centre facilities and activities to the highest possible standards for groups visiting the site.
- Offer an environment where visitors can have the opportunity to participate in outdoor scouting activities.

**Public Relations and Relationships:**

- Maintain and develop harmonious relationships with the local Officials in Government Services, Official Sponsors, adjoining landowners and the neighbouring community.
- Represent Scouting Ireland in contacts with visitors, Scouters and all members of the Scouting family.
- Maintain a good relationship with volunteer members of Centre Staff, users of the site and members of the various Scouting Ireland Programme Teams.
- Establish contacts and work closely with other National Centres.
- Plan and manage the promotion of National Centres both at home and abroad and work closely with the Scouting Ireland Communications Team to ensure maximum media coverage when required.

**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