

	Gasóga na hÉireann / Scouting Ireland			
	No.:	Issued:	Amended:	Next Review Date:
	CSD-TOR-11	12th May 2020	6th July 2020	1st September 2021
	Category: Project Team – Terms of Reference			
	Corporate Services Department : JamÓige Project Team			
Related Documents:				
Revision	Date	Description		
1	12 th May 2020	Document Issued		
2	6 th July 2020	Updated team roles		

Description

The JamÓige Project Team will be a project team formed for the purpose of planning, organizing and delivering the JamÓige event in 2021. Individuals can apply through an open call. A Project Team Lead will be appointed by the Core Team Corporate Services Department and will lead this Project Team.

Duration of Term

Project Team duration: 14 months

Commencing: 1st June 2020

Termination: 31st August 2021

Aims of the Team

The JamÓige 2021 Project Team aims are as follows:

- To deliver a JamÓige event in 2021 that meets the organisation's objectives

Accountability

All persons on the Jamoige 2021 Project Team will be accountable to the Corporate Services Department 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 budget will be approved by the Core Team of Corporate Services Department and the Project Team Lead and Project Manager (Events and Conferences) will administer the budget and monitoring spending associated with this event and team.

Reviews

Reviews will be conducted at the end of term of the project by Project Team Lead in conjunction with the Project Manager (Events and Conferences) and submitted to the Corporate Services Department Core Team for consideration by report and/or teleconference as required.

Reports and reviews should be submitted to the Corporate Services Department Core Team within 6 weeks of the completion of the project.

Team Roles

The following roles will be initially recruited for:

JamÓige 2021 Event Lead

Working with the relevant department support team member, (support staff) to select a location for the event, create and submit a budget, and work within this budget to achieve the project requirements. To work with the Project Manager (Events & Conferences) to develop and deliver the event plan.

To be responsible for the event's adherence to SI policies, relevant laws and regulations, and sector best-practice as applicable. To develop a health and safety plan for the event and ensure all health and safety measures are being followed during the event.

To manage the event team (Site Coordinator, Programme Implementation, and Sub Camp support and Volunteer Management Coordinator).

Further roles may be introduced by agreement between the Event Lead and Project Manager (Events and Conferences) and subject to approval by the Corporate Services Department Core Team.

Meetings

Project Team meetings will be held monthly or more frequently as required. These meetings will be supported by the relevant department support team. Minutes of team meetings including action lists will be shared with the Corporate Services Department.

Event Support Team

1. **JamÓige 2021 Site Coordinator** – To work with the Event Lead to prepare the site to host the event. The Site Coordinator must ensure there is adequate infrastructure and ensure the planned programme is enabled and supported. In addition the site coordinator will work to ensure appropriate health and safety measures are in place for the event.
2. **JamÓige 2021 Programme Implementation** – To work with the Event Lead, the Programme Coordinator, the support staff in the Programme Services Department and the Site Coordinator to ensure there is quality programme implemented at the event
3. **JamÓige 2021 Sub Camp Support Coordinator** - To work with the Event Lead and support staff to ensure the subcamp teams are adequately supported.
4. **JamÓige 2021 Volunteer Management Coordinator** – To work with the Event Lead and support staff to ensure volunteer staff are recruited, screened and trained to required standard.
5. **JamÓige 2021 Administration Coordinator** – Working with the Event Lead and a member of the relevant department support team, to develop a project life cycle plan and processes to ensure accurate administration of the project.
6. **JamÓige 2021 Finance Coordinator** – Working with the Event Lead and a member of the relevant department support team to develop a budget for the event and to ensure spending is controlled within the budget.
7. **JamÓige 2021 Health and Safety Coordinator** – Working with the Event Lead, support staff and the site coordinator to ensure that all aspects of the event are safe and managed in the best interests of the welfare of youth and adult members.

Additional Information

- Meetings will be conducted via teleconferencing platform and in person as appropriate.
- Additional project team roles and or changes to the team structure will be defined and agreed by the Corporate Services Department Core Team
- 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 company's risk register
- The work of the project team must be in line with good governance

Measurable

- Plan, organise and deliver a National Event for Beaver and Cub Scouts at one location with a goal of 5000 attendees from all over the island of Ireland
- Ensure there is a clear defined relevant programme delivering on the aims of Scouting Ireland's Beaver and Cub Scout programme linked to agreed programme objectives
- Adhere to the budget agreed by the Corporate Services department core team
- Ensure a Health and Safety plan and risk register is in place for the event
- 75% of participants 'satisfied' or better