

	Gasóga na hÉireann / Scouting Ireland		
	No.:	Issued:	Amended:
		12th May 2020	6 th July 2020
			1 st April 2021
	Category: Project Team – Terms of Reference		
	Corporate Services Department : Crean Challenge 2021 Event Project Team		
	Related Documents:		
Revision	Date	Description	
1	12th May 2020	Document Issued	
2	6 th July 2020	To update team roles	

Description

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

Duration of Term

Project Team duration: 11 months

Commencing: 1st June 2020

Termination: 31st March 2021

Aims of the Team

The Crean Challenge Project Team aims are as follows:

- To deliver a Crean Challenge that meets the organisation's objectives

Accountability

All persons on the Crean Challenge 2021 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 Corporate Services Core Team and the Project Team Lead and Project Manager (Events and Conferences) will administer the budget and monitoring spending associated with this 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 recruited for:

Crean Challenge 2021 Event Lead

Working with the relevant department support team member, (support staff) to plan, organise and deliver 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 work with BÍS (Icelandic Boy and Girl Scout Association) to build on the good relationship in place in support of this event and future events.

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 (Mentors, Assessment Lead and Programme Lead)

Crean Challenge 2021 Mentors

Working with the Event Lead to plan, organise and deliver the event.

To be a support to participants before, during and after the event (including the training weekends). To support participants to achieve the standards required for the Crean Challenge award. To be responsible for the health and safety of participants during the event (including the training weekends) and to assist the Event Lead in planning.

Please note that attendance on three training weekends and the event itself is necessary to fulfil these roles.



Crean Challenge 2021 Assessment Lead

Working with the Event Lead to plan, organise and deliver the event.

To work with the Event Lead to develop and implement the criteria for the Crean Challenge award. To ensure that participants are suitably challenged within the framework of the Scouting Ireland programme. To ensure that the standards of the challenge may be completed safely. To work with the Programme Lead to ensure that the event programme allows suitable opportunity for participants to meet the standards of the challenge.

Please note that attendance on the event is necessary to fulfil this role. Attendance on three training weekends is highly desirable.

Crean Challenge 2021 Programme Lead

Working with the Event Lead to plan, organise and deliver the event.

To work with the event lead to design and support programme for the three training weekends and the Crean Challenge event. To work with the Assessment Lead to ensure that the programme allows suitable opportunity for participants to meet the standards of the challenge.

Please note that attendance on three training weekends and the event itself is necessary to fulfil these roles.

Notes (all roles):

Please note that for all roles attendance on the event (12th-19th February 2021) is expected. A fee of €450 is payable to cover expenses during the event. It is the responsibility of the applicant to ensure that they hold a suitable passport for travel to Iceland on the dates of the event.

Whilst not essential, a full EU/EEA driving license may be an advantage in these roles.

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 Core Team and Department Manager for consideration.

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
- As this event takes place in Iceland a passport, current at the time of the event, is required
- 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 companies risk register
- The work of the project team must be in line with good governance

Measurable

- Plan, organise and deliver an Expedition of 7 days in Iceland based at BÍS campsite/premises including 2-night trekking expedition overnighting in mountain huts
- 3 training weekends over 6 months prior to expedition
- Provide an event that challenges participants to achieve the required Crean Challenge standard
- Adhere to the budget agreed by the Corporate Services Department core team
- Participants work in patrols to develop personal and team-working skills
- 75% of participants 'satisfied' or better
- Ensure a Health and Safety plan and risk register is in place for the event
- Ensure there is a clear defined relevant programme delivering on the aims of Scouting Ireland's Scout programme