



Information Pack for the role of:

Administrator

Scouting Ireland Services CLG, National Office, Larch Hill, Dublin



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Scouting Ireland

Gasóga na hÉireann / Scouting Ireland

Gasóga na hÉireann / Scouting Ireland is a registered charity and was founded in 2003 after the membership of Scouting Ireland (CSI) and Scouting Ireland (SAI) voted in favour of forming a single, all-Ireland Scout association. Before this, Scouting had been operating in Ireland since 1908.

The aim of Gasóga na hÉireann / Scouting Ireland is to encourage the Social, Physical, Intellectual, Character, Emotional and Spiritual development of young people so that they may achieve their full potential and, as responsible citizens, to improve society.

Gasóga na hÉireann / Scouting Ireland achieves its aim through a system of progressive self-education, known as the Scout Method, the principal elements of which are:

Scout Method

The working model of all departments must reflect the eight areas of the Scout Method:

Nature and the Outdoors

Law and Promise

Learning by Doing

Personal Progression

Symbolic Framework

Service and Commitment

Young People and Adults Working Together

Small Group System

Gasóga na hÉireann / Scouting Ireland has a membership of over 50,000 people, which includes 12,000 adult volunteers. We operate in over 500 communities across the thirty-two counties of the island of Ireland and are supported by a staff of thirty-two professionals working in a variety of areas.

Details of the Gasóga na hÉireann / Scouting Ireland programme, governance structures, recent annual reports etc. can be found on www.scouts.ie.



Company Structure

The **Board of Directors** is the oversight body of Gasóga na hÉireann / Scouting Ireland.

The **Board Sub-Committees** act in a non-executive role advising the Board as per their terms of reference

The **Chief Executive Officer** is appointed by the Board of Directors and is the most senior professional of Gasóga na hÉireann / Scouting Ireland. The CEO directs the work of the Professional Management Team to deliver on the strategic and operational objectives of the Company.

The **Department Managers** report to the CEO and are responsible for the managing the departments in line with the departmental charter, Gasóga na hÉireann / Scouting Ireland's Strategy, the risk register and ensuring the Company is compliant with all relevant codes and legislation.



Title:	Administrator
Reporting to:	Team Lead
Remuneration:	€28k - €30k
Starting Date:	September 2022
Equal Opportunities:	<ul style="list-style-type: none"> Scouting Ireland has an equal opportunities policy, which all employees and contractors are expected to develop an understanding of, with a commitment to equality of outcome.
Notice Period:	1 month
Probationary Period:	6 months
Contract Duration:	3-year fixed term contract
Contract Type:	<ul style="list-style-type: none"> Hybrid working 35-hour week accumulated via daytime or evening work Reporting to the designated line Manager
Application Process:	<ul style="list-style-type: none"> Please submit a curriculum vitae and an application letter outlining your interest in this role. Deadline Sunday the 14th of August 2022. Interviews will be held on the week commencing the 29th of August 2022. Queries should be emailed to recruitment@scouts.ie <p>To Apply: Please Click Here</p>
Garda Vetting	All posts in Scouting Ireland are subject to Garda Vetting.



Role Profile

<p>Reports to:</p> <p>Team Lead</p>	<p>Direct Reports:</p> <p>None</p>
<p><u>Qualifications /Experience Required</u></p> <p><u>Essential</u></p> <ul style="list-style-type: none"> • Be fully computer literate and can utilise information technology to the best advantage of the organisation. • Previous experience in administration. • Be organised and thorough with an attention to detail • Be comfortable dealing with a range of complex issues. • Have excellent communications and IT skills. • Understand the confidential nature of the role • Have excellent customer focus <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Knowledge of the methods, ethos and aims of Scouting. • Experience within a volunteer setting either as a volunteer or working with/managing volunteers. • Experience within the Volunteer or youth Work Sector. <p><u>General</u></p> <ul style="list-style-type: none"> • Possess the general ability and suitability to successfully discharge the role • Flexibility in working hours to meet the organisation's needs • Must be articulate and assertive • Competent writing skills required • 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 • Professional experience in a non-profit environment. • Knowledge of non-profit sector in Ireland. 	



Key Responsibilities of this role

The key responsibilities and tasks of the Administrator include but are not limited to:

Administration

- Proven experience in administration/office systems and procedures.
- Track record of managing multiple tasks with strong planning and organisation skills.
- Track records using various ICT platforms.
- Provide general administrative assistance as directed.
- Provide a high quality, courteous, efficient, and friendly service to our members and general public and proactively contribute to areas that will strive to constantly improve that service.
- To undertake any such other reasonable tasks that may be assigned from time to time.

Relevant Skills and Aptitudes

- An ambitious self-starter with a proven record of focus on results.
- Demonstrable ability to relate to people from diverse backgrounds.
- Excellent meeting, project management and people skills.
- Positive and energetic attitude.
- Strong team worker
- Keen attention to detail.
- Demonstrate high levels of empathy when dealing with those people who engage with Scouting Ireland

Training

- To undergo any training that is necessary to carry out the role, as agreed by your Manager and the Chief Executive Officer.

Other

- Other such reasonable duties that may be assigned by the company from time to time.

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 various team members and departments 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 build effective internal and external partnerships

Behavioural indicators

- Collaborate in an open, professional, and effective way
- Be sensitive to team members abilities and capabilities
- 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 always
- Always behave in a professional way 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 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