	Gasóga na hÉireann / Scouting Ireland			
	No.: **PSD-TOR-07**	**Issued:** **September 2020**	**Amended:** **n/a**	**Next Review Date:** **30th Sept 2021**
	Category: Project Team – Terms of Reference			
	Programme Services Department: Beaver Scout Support Team			
	Related Documents:			

Revision	Date	Description
1	Sept 2020	Document Issued

Description

The Beaver Scout Support Team will be a project team to support local Beaver Scouting from within the Programme Services Department. This team will support the running of Beaver Scout programme in line with the Scouting Ireland Strategic Plan. This project team will give direct support through responding to programme based requests and through the development of resources. Individuals can apply through an open call. A Project Team Lead will be appointed by the Core Team and will lead this Project Team.

Duration of Term

Project Team duration: 12 months

Commencing: 1st Oct 2020

Termination: 30th Sept 2021

There will be annual open calls for this team, with the open call for 2021-02 planned for August 2021.

Aim of the Team

The Beaver Scout Support Team aims are as follows:

- To develop programme resources that support the implementation of the Beaver Scout programme in order to achieve the aim of Scouting Ireland and in line with Scouting Ireland's programme strategy
- To work with other project teams to help support and develop the Beaver Scout Programme
- To provide guidance on the programme for national Beaver Scout activities
- To utilise communication networks through the Provincial and county support structures in liaison with local support staff
- To disseminate resources and advice to Beaver Scout Programme Scouters through SI communication and social media channels
- To advise the Programme Services Department Core Team and other Project Teams on matters relating to Beaver Scouting
- To carry out other functions assigned by the Programme Services Department Core Team

Accountability

All persons on the Team will be accountable to the Core Team and department manager or their delegate, 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 team budget will be approved by the Core Team. The programme services manager will administer the budget and monitor spending associated with this team.

Reviews

Reviews will be conducted every six months of the project by Project Team Lead in conjunction with the programme services manager and submitted to the Core Team for consideration.

An annual report and review should be submitted to the Core Team within 6 weeks of the completion of the 12 month project.

Assigned Duties

1. Answer and respond to requests for Beaver Scout programme support through relevant channels including the mailing system, phone calls, etc.
2. Develop Beaver Scout resources including section specific resources that support the implementation of Scouting Ireland's youth programme in line with the programme strategy
3. Submit regular updates for the national mailings
4. Other duties that may arise relevant to this project team

Meetings

Project Teams will meet a minimum six times a year. Members of the department support team and the Core Team may attend.

Support

The Project team will be given specific training before starting their role on particular aspects of the function of the team. In addition, they will get regular support from the Programme Services manager and/or from a designated member of the department core team. At the completion of the project team, the members will be debriefed on their experiences so that they will shape future project teams.

Additional Information

- Meetings will be conducted via teleconferencing platform and in person as appropriate
- Project roles and team structure will be defined by the Core Team
- The Core Team may request additional duties to be assigned to the Project Team
- The terms of reference can be subject to change by the Core Team
- Reasonable expenses will be reimbursed for expenditure incurred in carrying out these roles
- 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

Measurables

- Create a database of section specific resources for Scouting Ireland's website
- Log of all support requests and responses provided
- Record of regional support meetings
- Membership satisfaction survey
- Adhere to the budget approved by the Core Team

Apply

Applications through https://scoutingireland.wufoo.com/forms/beaver-programme-support-project-team/