

	Gasóga na hÉireann / Scouting Ireland		
	Document No: VGS-TSP-004	Issued 25/02/2026	Amended: Next Review Date: December 2028
	Title: The Provincial Training Co-Ordinator		
	Category: The Scout Province		
	Related Documents:		
Revision	Date	Description	

1. **Description:**

The Provincial Training Coordinator (PTC) is primarily responsible for the oversight of the delivery and quality of the Woodbadge training in Scouting Ireland working with the Provincial Training group?. The PTC works with The National Training Team Lead, who is the Team Lead of the PTC Support Team.

The Provincial Training Co-ordinator Team will be a Support Team within the National Training Structure, led by the National Training Team Lead, who is a member of the Volunteer & Group Support Department.

The Provincial Training Co-ordinator Project Team will comprise of the Provincial Training Coordinators, National Training Team Lead and Training Development Officer

2. **Accountable to:**

Volunteer & Group Support Department through the National Training Team Lead and the Provincial Management Support team

3. **Works with:**

National Training Team Lead, National Training Operations Team, Safeguarding Manager, Training Development Officer, Provincial Management Support Team and Project Teams (as required) and Scouting Ireland Support Staff.

4. Appointment Term:

The Term of the Provincial Training Co-ordinator is co-terminus with their Provincial Commissioner. When the position of Provincial Commissioner ends so does the appoint of the Provincial Training Co-Ordinator,

5. Role Appointment:

The Provincial Training Co-ordinator will be selected after an open call within the relevant Scout Province. The selection process will be held by the Provincial Commissioner, the National Training Team Lead and a volunteer member of the Volunteer & Group Support Core Team. The individual going forward for the open call must be a registered member of a Scout Group within their Scout Province

6. Functions of the Provincial Training Co-ordinator Project Team:

- a. Working with the National Training Team lead to plan and manage the provision of Woodbadge training within Scouting Ireland
- b. Working with the Provincial Commissioner and Provincial Treasurer to prepare and ensure budgets are agreed, delivered and adhered to for the provision of training within the province.
- c. Working with the National Training Team Lead to monitor the delivery of Woodbadge training on an ongoing basis
- d. Facilitate the delivery of all approved options of the Woodbadge training courses
- e. Ensuring the appropriate delivery of Woodbadge training in accordance with the policies and procedures of Scouting Ireland
- f. Oversee and coordinate an annual training needs analysis within Scouting Ireland and report to the National Training Team Lead.
- g. Communicate to all stakeholders using the scouts.ie email supplied by Scouting Ireland
- h. Store all data relating to Training on Scouting Ireland's 'SharePoint' online storage systems only, in keeping with Scouting Ireland policies and procedures for data retention and protection

- i. Ensuring the quality and effectiveness of Woodbadge training delivered within Scouting Ireland
- j. Advising the National Training Team Lead of issues arising within the Woodbadge training and provide suggested possible solutions to these issues
- k. Provide to the National Training Team Lead a monthly report on the level of training delivered within their Provinces.
- l. Support the Training Operation Project Team to assist with the delivery of the National conference and Seminar for Trainers
- m. Share Training information within their PMST
- n. Act as a conduit for feeding training information within their province
- o. Working with the support staff to ensure the timely publication of Woodbadge training course details on the online platform
- p. Working with the Provincial Treasurer to manage training budgets within the Scout Province as appropriate
- q. Support the management of the Provincial Training Panel in line with relevant Scouting Ireland procedures
- r. Support the County Training Co-Ordinator's in their role and communicate regularly with them
- s. Provide the County Training Co-Ordinators with course codes for relevant Training facilitated at County level
- t. Ensure all trainers are registered members of Scouting Ireland and are in good standing with Scouting Ireland
- u. Provide support to, and carry out the mutual agreements with the Trainers within the Scout Province on a yearly basis
- v. Ensure new trainers to the Provincial Training Panel are assigned a Mentor
- w. Approve the course lead and ratify the course team trainers for all Woodbadge training courses within the Scout Province
- x. Co-ordination of course registers with the relevant support staff for updating on the Membership Management System
- y. Provide appropriate reports, as necessary to the National Training Team lead, the Provincial Commissioner and the PMST

- z. Recommend new trainers to go forward to undertake the Training for Trainers course
- aa. Recognise the progression of the Trainers within the province and make application for additional recognition of Woodbeads
- bb. Make suggestions as to Trainers who may be suitable for Group Leader & Co Commissioner panel or the “Train the Trainer” panel, or similar adult training delivery when asked for suggestions
- cc. The PTC Project Team should meet at least four times a year
- dd. Meetings should be held and conducted in line with Scouting Ireland best practice

7. Key Competencies:

- a. Should have excellent communication skills, both written and oral.
- b. Be a Team Player with Strong teamwork skills.
- c. Promote a collaborative and positive training culture.
- d. Excellent organisational skills.
- e. Understanding of the current training scheme.
- f. Strong IT skills.
- g. Excellent team management skills.
- h. Ability to delegate.
- i. Complete tasks in a timely fashion
- j. Have completed the Woodbadge Beads for Programmes

8 Communication

The Provincial Training Co-Ordinator is issued with a Scouting Ireland email address (scouts.ie) this shall be used for all communications as part of their role. Any saved information relevant to training shall be securely saved on a Scouting Ireland approved facility.

9 Code of Conduct:

To review the code of conduct for Support Teams.

<https://issuu.com/scoutingireland/docs/support-team-verification-form-2020>

10. Termination of Appointment

1. The term of appointment is coterminous with that of the Provincial Commissioner.
Should the Provincial Commissioner not complete their term of office the position of Provincial Training Co-Ordinator is also vacated.
2. Termination of appointment shall occur
 1. On resignation of appointment,
 2. By mutual agreement.
 3. On completion of the term of office.

Where the Scouter is non-compliant with Scouting Ireland Safeguarding or Garda Vetting/Access NI Policy