

Hiring Pack for the role of:

Growth & Development Support Officer

Scouting Ireland Services CLG, National Office, Larch Hill, Dublin 16. D16 P023

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Scouting Ireland

Scouting Ireland was founded in 2003 after the membership of Scouting Ireland (CSI) and Scouting Ireland (SAI) voted to form a single, all-Ireland Scout movement. Scouting has operated in Ireland since 1908.

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

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

- Voluntary membership of a group which, guided by adults, is increasingly self-governing in its successive age groups.
- Commitment to a code of living as expressed in the Promise & Law, the meaning of which is expanded as the member grows towards maturity.
- The provision of a wide range of attractive, constructive, and challenging activities, including opportunities for adventure and exploration both indoors and outdoors.
- The provision of opportunities for leadership and responsibility.
- Learning by doing.
- Encouragement of activity in small groups. An award scheme that encourages participation in its full range of activities and recognises individual and group achievements.
- Symbolic Framework.

Scouting Ireland has a membership of over 38,000 people, which includes 9,800 adult volunteers. We operate in over 400 communities across the thirty-two counties of Ireland and are supported by a staff of fifty professionals working in various areas.

Details of the Scouting Ireland Programme, governance structures, recent annual reports, etc., can be seen 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 in accordance with their terms of reference.

The **Board of Directors appoints the Chief Executive Officer,** the most senior professional of Scouting Ireland CLG. The role of the CEO is:

• To lead, manage and motivate Scouting Ireland's Professional Staff Team.

• To maintain Scouting Ireland's commitment to high-quality services in the Youth Sector.

• To assist in maintaining Scouting Ireland's sound financial position and corporate governance.

• To assist in the development and implementation of Scouting Ireland's 5-year rolling strategic plan.

• To manage and coordinate the implementation of Scouting Ireland's annual operational plan.

• To represent Scouting Ireland to all stakeholders.

Role

Role Reports to: Manager Volunteer & Group Support Department (V&GS)	**Direct Reports:** None
Purpose A Development Officer in Scouting Ireland supports and expands local Scouting provision by strengthening volunteer capacity to increase youth membership. The role involves working closely with existing Scout Groups and Scout Counties to establish new Programme Sections or Groups and implement national growth strategies. It also includes fostering partnerships with communities and stakeholders and using data and reporting to monitor progress and identify development opportunities.	
Working Relationships The Development Officer will build professional relationships with Volunteers, staff, and stakeholders to discharge their duties effectively.	

Person Specification

Specification	**Essential**	**Desirable**
Education, Qualifications and Training	• A relevant qualification in growth and development, and/or relevant experience in a similar role.	• A youth work / Volunteer Management qualification
Experience	• Experience and a proven track record in a similar growth/development role. • Track record of success within a target-driven and measured environment. • Track record of managing multiple tasks with strong planning and organisational skills	• Experience in the not-for-profit sector. • Knowledge of the not-for-profit sector
Relevant Skills and Aptitudes	• A highly motivated self-starter with a proven ability to deliver results. • Excellent written and verbal communication skills. • Demonstrated ability to engage effectively with individuals from diverse backgrounds. • Strong interpersonal skills, with experience in facilitating and contributing to meetings • A positive, proactive, and	• A natural and enthusiastic networker. • An ability to identify areas of potential growth. • Understand the role Scouting plays in society.

	energetic approach to work. • High level of attention to detail and accuracy. • Proficient in the use of standard computer applications, including word processing, spreadsheets, databases, and presentation software.	
Special Requirements	• A strong understanding of Scouting Ireland's methods, ethos, and organisational aims. • Demonstrated sound judgement with a strategic and analytical approach to decision-making. • Highly motivated, with a positive and adaptable attitude in response to organisational change and development.	• Flexibility to work in the evening and weekends.

Key Responsibilities

The responsibilities include, but are not limited to, the following:

- Grow and develop Scouting in Ireland
- Produce a growth funnel within their area.
- Report monthly to the Department Manager.
- Produce a growth strategy for the Province where they're based.
- Liaise with colleagues to fully understand opportunities that may exist within the Province.
- Apply, where relevant, to funding bodies for funding for new Scout Groups.
- Present when necessary to County and Provincial structures.

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 internally 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 everyone to accomplish the strategy and objectives of Scouting Ireland, taking action that respects the contribution of others, and aligning personal objectives to the objectives of the organisation. Identify and act to build effective internal and external partnerships

Behavioural indicators
• Collaborate in an open, professional, and effective manner.
• Help others when they seem snowed under if practically possible
• 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 at all times
• Always behave in a professional way when dealing with members
• Consider members' opinions in the context of the organisation
• Be aware of 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, delivering on commitments, taking 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

Summary of Employment Terms and Conditions

Scouting Ireland CLG offers a range of tangible and intangible working benefits.

- Your regular working hours will be 35 hours per week, excluding lunch breaks.
- Your typical working week will be five days, Monday to Sunday.
- Starting and finishing times are as notified to you by your line manager and may vary according to the Company's needs. Some weekend work will be required, as well as flexibility for evenings.
- The role is hybrid, working from home and on the road.
- The Bulk of the role is working in the field with groups to aid growth and development.
- The holiday entitlement is 20 days per annum, plus public holidays in the country where the position is based.
- Scouting Ireland CLG has an Employee Assistance Programme.
- The offer of appointment will be subject to:
  - Two satisfactory references.
  - Successfully completing Garda Vetting/Access NI checks.
  - Verification of relevant qualifications.
  - Satisfactory completion of the probation period.
  - Where required, evidence of eligibility to live and work in Ireland.
- **You will be required to own or have the use of a car and have a full driving licence.**

Title:	Growth & Development Support Officer
Reporting to:	Manager, Volunteer & Group Support Department
Remuneration:	€35,000
Starting Date:	To be confirmed
Equal Opportunities:	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:	● Hybrid working ● 35-hour week accumulated via daytime or evening work. ● The Development Support Officer will play a key field-based role in supporting and expanding Scouting across Ireland. A significant proportion of this role involves regular travel and direct engagement with both established Scout Groups and communities where Scouting is not yet present. ● The successful candidate will spend most of their time building relationships, delivering support visits, facilitating development initiatives, and working collaboratively with volunteers, community stakeholders, and partner organisations to strengthen existing Groups and identify opportunities for sustainable growth in new areas. ● Strong interpersonal skills, initiative, and a proactive, community-focused approach are essential to succeed in this role.
Application Process:	● Please submit a curriculum vitae and an **application letter** outlining your interest in this **role to the following URL; you need to get this from HR Duo** ● Interviews will be held in two stages if needed ● Queries should be emailed to recruitment@scouts.ie ● Advertised internally and with the recruitment bodies with HR-Duo.
Funding	● These roles are supported by funding from the Department of Education and Youth.