

Scouting Ireland
National Office
Larch Hill
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28th August 2021

Re: Open Call for National Youth Representative Facilitator

Dear Member

We are delighted to announce the open call for the National Youth Representative Facilitator, and we want you to apply. Joining the National Youth Rep Team as the National Youth Rep Facilitator will give you the opportunity to develop and grow your skills while making friends along the way. Our National Youth Reps bring valuable insight into every aspect of Scouting and must be encouraged and supported to represent all our youth members and to help shape the future of the Scouting movement in Ireland.

Our National Youth Reps are elected every year and the role of National Youth Rep Facilitator is key to their support and to their work. This role is becoming vacant and if you feel you have the time and skills required to support the delivery of a positive Scouting experience in line with our mission, aim and values, to ensure the empowerment of youth, then we would love to hear from you.

Description

This role is open to all members of Scouting Ireland aged 18+.

Preferred

Previously held a National Youth Rep role

Duration of Term

Term Duration: 8 Months (Normal 12 months standard term + 1 month handover)

Commencing: 20th September 2021

Termination: 31st March 2022

This open call is in the middle of term of the National Youth Reps elected earlier this year due to a change in the personal circumstances of the current member in this role.

Aim of the Role

The National Rep Facilitator aims are as follows:

- Be a body of knowledge that can be accessed by the reps when they require guidance or answers on Scouting Ireland Policies and how they can enact changes
- Host the initial meetings of each individual sections reps with the intention of appointing a Chairperson & Secretary. These members should be briefed as to what it entails. Ensure that the group has the resources to be self-sufficient in holding meetings in the absence of the facilitator.
- Administrate (or co-administrate) any social media, emails or other accounts owned/accessed by the reps as a group.

Reg. No. 397094
Charity No. CHY3507

PATRON Michael D. Higgins PRESIDENT OF IRELAND



Member of World Organisation of the Scout Movement

Directors: A list of names and personal details of every director of the company is available for inspection to the public at the company's registered office for a nominal fee. Scouting Ireland is a company limited by guarantee exempt from using the word "limited". Registered Office: Scouting Ireland National Office, Larch Hill, Dublin 16

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- Link in with the CEO to provide reports of progress & establish where outside help is required for the projects they have identified to be worked on in their term.

Accountability

Will be accountable to the CEO.

Must Adhere to the team Code of Conduct and will receive a Letter of Appointment.

Budget will be approved by the CEO. The CEO or the CEO's delegated person will administer the budget and monitor spending associated with this team.

Reviews

Reviews will be conducted every six months of the National Youth Reps by the Facilitator in conjunction with the CEO and submitted to them for consideration.

The annual report and review should be submitted to the CEO within 6 weeks of the Handover period commencing.

Assigned Duties

- Maintain up to date contact with the different section rep teams
- Oversee the appointment of Chair & Sec roles
- Act as Liaison between the CEO and Reps
- Act as Liaison with any other Scouting Ireland Teams which may require outreach for the completion of projects/duties.
- Answer any questions which may arise in any meetings held by the Reps
- Conduct a review with the Reps before the end of their term to document successes, issues
- Responsible for the running of any events which are hosted by the National Reps
- Administrate any communication mediums associated with the Reps (email, social media, letters, etc)

Meetings

- National Rep Facilitator will be required to meet the Reps and CEO a minimum of 6 times a year.
- National Rep Facilitator will meet with Department Managers with the CEO twice a year.
- National Rep Facilitator will meet with the Board a minimum of 3 times a year.
- National Rep Facilitator will host the handover meeting where National Reps will conclude their term and pass over workload to the incoming team. If they are handing over to a new Facilitator, they will be introduced at this time.

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Support

The National Rep Facilitator will be given specific training prior to starting their term. This will cover how National Youth Reps function, how the role fits in within the Office of the CEO, how to contact teams external to the Rep team and how to conduct a review

In addition, they will receive regular support from the CEO. At the completion of their term, the outgoing facilitator will be asked to provide advice on how their role could be improved for their successors as well as providing the results of the review which was had with the National Youth Reps.

Additional Information

Due to the requirement for the Facilitator to meet with Youth Representatives under the age of 18, in some circumstances it may be required for a Deputy to be appointed who can attend meetings in order to satisfy the ratio of adult members (aged 18+) to youth members (aged <18) and satisfy the Scouting Ireland Child Protection & Safeguarding Policies.

Measurables

Adhere to the budget approved by the CEO.

A report from the Facilitator in each of the sections individual reports to highlight the progress made by the team and where each project is at for incoming Reps & Facilitator to refer to when conducting their work.

Due to the 2021 National Rep role changing from previous years, a review of the role will be conducted when the Reps are reaching the end of their term. From this, the Facilitator, CEO and any other stakeholders will meet to discuss the feedback and agree modifications to be put in place prior to the 2022 Reps applying and/or taking up the role.

(Optional) A report from the Facilitator to the CEO of the hurdles and barriers which were successfully or unsuccessfully overcome by all parties in the process. To highlight where particular focus need to be targeted to ensure that the voices of youth members are being clearly heard and that they have the access and tools to properly shape the organisation.

Applications

Youth members and Scouters 18 + are invited to apply for this role. Please submit a CV and cover letter to ceo@scouts.ie with the title "National Youth Rep Facilitator & your name" in the subject line, also complete the following online application [Online Link](#)
Applications need to be in no later than 17.00 hours on Sunday 12th September 2021.
Interviews will be held the following week.

Yours in Scouting,

Anne Griffin
CEO

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