

**Re: Open Call for Programme Services Department Core Team**

Dear Scouter,

There are currently vacancies on the Programme Services Core team and we are now accepting applications. The Core team manages department in supporting the delivery of a positive scouting experience in line with our mission, aim and values to ensure the empowerment of youth.

***Role of Core Team***

The role of the Core Team will be to provide advice and support to the department on the following matters:

- Relevant policy development
- Input into strategic planning
- Annual Business and Budgets
- Input into the annual work programme based on strategic Objectives/KPI's
- Provide advice and support for the work of the department

***Accountabilities***

- Accountable to the CEO
- The department must comply with Scouting Ireland's strategic plan, Scouting Ireland's governance, the risk policy and all relevant statutory guidelines and legislation in Northern Ireland and the Republic of Ireland
- Project teams will be accountable as per the ToR's

***Composition***

The Core Team is made up as follows:

- Volunteers and staff members (including department manager) with the appropriate skills and experience
- The Chair, who must be a volunteer, will be chosen from within the core team on an annual basis
- Volunteer members will serve for a maximum of three years on the core team
- The core team can co-opt member(s) as and when required

***Applications***

Anyone (including youth members) wishing to apply for membership of this team should complete the following form <https://forms.office.com/e/1wb2hjfTAx> . Applications need to be in no later than 17.00 hours on Tuesday 3<sup>rd</sup> January. Selection process will be held shortly after the closing date.

**Colm Kavanagh**

**Programme Services Manager**