	Gasóga na hÉireann / Scouting Ireland			
	No.: **VRM-TOR 01**	**Issued:** **July 2020**	**Amended** **N/A**	**Next Review Date:** **31st October 2021**
	Category: Team Lead - National Awards Project Team			
	Volunteer Resource Management & Group Support Department			
	Related Documents:			

Revision	Date	Revision
1	July 2020	1

Duration of Term

Project Team duration: 17 months

Commencing: 1st August 2020

Termination: 31st December 2021

There will be annual open call for this role with an open call for 2022 planned for December 2021.

Responsibility of the Project Team Lead

- To be responsible to the Volunteer Resource Management & Group Support Department for the efficient operation of the National Awards Project Team as set out in the roles and responsibilities outlined herein.

The Team Lead

- Will be a member of the National Awards Project Team.
- Working with the relevant department support team member, to organise efficiently the running of the National Awards Project Team.
- Is responsible for ensuring that Gasóga na hÉireann / Scouting Ireland's policies & procedures are adhered to by their Project Team.
- To manage the project team, ensuring clear leadership and make sure targets agreed with the Core Team are met.
- Use the Mutual Agreement and Review to review the work of team members.
- Responsible for the submission of reports to the Core Team.
- Further roles may be introduced with agreement between the Team Lead and project team and subject to approval by the Volunteer Resource Management & Group Support Department.
- For ensuring the work, of the project team they are the lead of is delivered on time and within budget.

Role Competencies

Leadership

- Brings a focus and drive to building and sustaining high levels of performance and addressing performance issues as they arise.
- Work collaboratively with stakeholders to set out a vision of high-quality services, focusing on the needs of the Gasóga na hÉireann / Scouting Ireland membership.
- Motivates and support colleagues and stakeholders.
- Operates with self-assurance and demonstrates ability to handle challenging situations confidently.

Teamwork

- Ability to work well within a team and individually, as appropriate.
- Places an emphasis on working as an integral part of the Volunteer Resource Management & Group Support Department.
- Build and maintain effective relationships with relevant stakeholders.

Drive and commitment to service values

- Is self-motivated and shows a desire to continuously perform at the highest level.
- Is personally honest and trustworthy.
- Through leading by example, fosters the highest standards of ethics and integrity.
- Demonstrate the ability to work in a politically sensitive environment.

Accountability

- The Project Team Lead will be accountable to the Core Team and Department Manager or their representative.
- The Project Team Lead must adhere to the Project Team Code of Conduct and will receive a letter of appointment.
- Approved expenses will be reimbursed for expenditure incurred in carrying out this role as agreed and approved by the Department Manager.
- The Scouting Ireland Financial Handbook must be adhered to in relation to all finances associated with the work of the team.

Reviews

- Reviews will be conducted every six months with the Project Team Lead and a member of the Core Team.

Assigned Duties

1. To organise and lead the National Awards Project Team in line with Gasóga na hÉireann / Scouting Ireland policies and procedures.
2. The Project Team Lead is responsible for ensuring the Project Team review and make recommendations on the National Awards policy to the Core Team.
3. Ensure that the planning, implementation and monitoring of the National Awards policy which supports the Scouting Ireland strategy is delivered.
4. Ensure the Development a project plan for increasing the awareness of the National Awards Policy.
5. Other duties that may arise relevant to this project team.

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