

	Gasóga na hÉireann/Scouting Ireland			
	No.	Issued	Last Amended	Deleted
	SID 130/15	10 <sup>th</sup> Oct. 2015		
	Source: National Management Committee			
<b>Scouting Ireland – Provincial Appointment Descriptions</b>				
Revision	Date	Description		
#	10/10/2015	Document Issued		

<b>Provincial Commissioner</b>	<b>2</b>
<b>Provincial Adult Resources Representative</b>	<b>5</b>
<b>Provincial Youth Programme Representative</b>	<b>7</b>
<b>Provincial Training Co-ordinator</b>	<b>9</b>
<b>Provincial International Co-ordinator</b>	<b>11</b>
<b>Provincial Secretary</b>	<b>13</b>
<b>Provincial Treasurer</b>	<b>14</b>

**The Job:** **Provincial Commissioner**

**Roles & Responsibilities:** Primarily responsible for the management, direction and coordination of the resources of the Scout Province in accordance with the policies of Scouting Ireland for the benefit of the Scout Counties through the Provincial Management/Support Team.

- Member of the National Council
- Member of the National Management Committee
- Director of Scouting Ireland
- Member of the Provincial Management Support Group
- May be the chairperson of the Provincial Management/Support Team
- Where necessary, chair meetings of County Commissioners to cooperate for common purpose within a Local Authority area.
- Provincial Commissioner (Northern Scout Province) is a Director of Scout Foundation (NI)

Key areas of responsibility:

- To co-ordinate the work of the Provincial Management/ Support Team.
- To represent the Scout Province at meetings of the National Management Committee.
- Where necessary, to direct the work of the Officers of the County Management Committee/s within the Province.

The functions of the Provincial Management/ Support Team include the following:

- To mobilise and co-ordinate the combined resources of the Scout Counties within the Scout Province for the greater benefit of scouting at local level.
- To ensure the implementation and coordination of the policies and programmes developed at National level within the Scout Province through the Scout Counties.
- To provide input to the development of policies and programmes at National level.
- To direct and support the affairs of any Scout County on behalf of the National Team for Policy Implementation and Coordination.
- To attend meetings of any Scout Group and/or Scout County as necessary within their Scout Province.
- To recommend the appointment of County Commissioners and Deputy County Commissioners to the Chief Commissioner (Adult Resources).
- Adult Scouter recruitment and training.
- Membership retention and expansion.
- To facilitate by way of provision in so far as possible specialist

type services direct to Local Scouting spearheaded by full-time professional staff. Such services may include, but shall not be limited to, Adult Scouter Training.

- To organize Provincial Youth Fora in accordance with the Youth & Adult Involvement Policy.
- Any other duties and functions set out by the National Management Committee.

**Nominated by:** Group Councils / County Boards

**In consultation with:**

**Elected by:** Those members of the National Council from the relevant Scout Province.

**Term of Office:** Three years, may be re-elected for one further term of three years.

**Accountable to:**

- Provincial Management/ Support Team
- National Management Committee
- Chief Scout

**Working with:**

- Provincial Management/Support Team
- Provincial Management/Support Group
- National Management Committee
- Scouting Ireland staff as relevant

**Personal Profile:**

- The ability to provide inspirational leadership & strategic direction for the Scout Province & the Association
- Willingness to actively design and contribute to the strategic vision of the Scout Province & the Association
- Willingness to take decisions which will further the work of the Scout Province & the Association
- The ability to build, maintain and facilitate effective working relationships with a wide range of people
- The ability to enable others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work as an effective team
- The ability to negotiate agreements
- The ability to construct and implement long-term plans that improve and expand the Scouting offered to young people and identify any training, resources and other needs required to undertake this work
- The ability to deliver as promised
- An understanding of the challenges of working in the voluntary sector
- The ability to communicate (verbally and non-verbally) to a wide variety of audiences
- The ability to lead and manage a team of adult volunteers
- The ability to motivate and enthuse others

- The ability to plan, manage and monitor own tasks and time
- Experience of working with young people and/or community work with adult groups
- Experience of working in the Scout or Guide Movement as an adult
- An acceptance of the fundamentals of Scouting
- The willingness to undertake training for the job

**The Job:** Provincial Adult Resources Representative

**Roles & Responsibilities:** Primarily responsible for the representing the Scout Province at the National Adult Resources Committee.

- Member of the National Adult Resources Committee
- Member of the Provincial Management / Support Team

Key areas of responsibility:

- To participate in carrying out the functions of the National Adult Resources Committee in accordance with the Rules of Scouting Ireland.
- To support the implementation of Scouting Ireland's policies and procedures including Adults in Scouting and Conflict Resolution.
- To represent the relevant needs, views and priorities of the Province to the National Adult Resources Committee.
- To communicate National Adult Resource Committee views and priorities to the Provincial Management / Support Team.
- To communicate Adult Resources information from the National Adult Resources Committee and Scout Provinces to Scouters through appropriate channels.
- To support effective Youth Programme delivery by adults within the Province.
- To work with relevant Provincial Training Coordinators to support adults in the Province.

**Nominated by:** Provincial Commissioner

**In consultation with:** Chief Commissioner (Adult Resources)

**Appointed by:** Provincial Management / Support Team

**Term of Office:** Holds office concurrently with the Provincial Commissioner

**Accountable to:**

- Provincial Commissioner
- Chief Commissioner (Adult Resources)

**Working with:**

- Provincial Management Support Team
- National Adult Resources Committee
- Scouting Ireland staff as relevant

**Personal Profile:** Should be able to demonstrate

- The ability to provide inspirational leadership & strategic direction for Adult Resource management in the Scout Province & the Association
- Willingness to actively design and contribute to the strategic vision of the Scout Province & the Association
- Willingness to take decisions which will further the work of the Scout Province & the Association
- The ability to build, maintain and facilitate effective working

relationships with a wide range of people

- The ability to enable others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work as an effective team
- The ability to think creatively and solve problems
- The ability to negotiate agreements
- The ability to deliver as promised
- An understanding of the challenges of working in the voluntary sector
- The ability to lead and manage a team of adult volunteers
- The ability to motivate and enthuse others
- The ability to handle and resolve conflict effectively
- A thorough knowledge of Scouting Ireland's Adults in Scouting Policy
- Experience of working in the Scout or Guide Movement in supporting Adult Resource management
- Openness to the ideas and contributions of others, challenging ideas in a firm and diplomatic manner where appropriate, while remaining open to challenge to his/her contributions and ideas
- A patient, approachable and supportive manner with those that they work with
- Willingness to speak one's mind and listen to the views of others
- The ability to maintain independent and objective judgement
- Willingness to actively support County Commissioners in relation to Adult Resource management
- An acceptance of the fundamentals of Scouting
- Willingness to undertake training for the job

**The Job:** Provincial Youth Programme Representative

**Roles & Responsibilities:** Responsible for representing the Scout Province at the National Youth Programme Committee and for coordinating the effective and holistic implementation of the Youth Programme through their team of County Programme Coordinators in the Scout Province.

- Member of the National Youth Programme Committee
- Member of the Provincial Management / Support Team

Key areas of responsibility:

- To represent the Scout Province at meetings of the National Youth Programme Committee [NYPC] and report on issues, progress and best practice from the Provincial Management / Support Team in relation to Youth Programme.
- To report to the Provincial Management / Support Team on meetings of the NYPC, including and not limited to schedules, objectives, actions and initiatives in relation to Youth Programme.
- To communicate Youth Programme related information from the NYPC and the Provincial Management / Support Team to Scout Groups via the County Programme Coordinators.
- To organise and facilitate Coordination & Review meetings of the County Programme Coordinators with a view to monitoring the progress of Youth Programme implementation, issue direction to the County Programme Coordinators and report back to the Provincial Management/ Support Team and the Programme Commissioner (Implementation & Coordination).
- To support County Programme Co-ordinators in their role.
- To maintain an up to date register of County Programme Coordinators and Assistant County Programme Coordinators within the Scout Province, and ensure that the membership database of the Association reflects this.
- To support effective Youth Programme delivery within the Scout Province in conjunction with the Programme Commissioners
- To support, coordinate and facilitate Provincial Youth Representation & Participation in line with the Adult & Youth Involvement Policy of the Association
- To support and assist with the on-going development and review of Youth Programme as required by the NYPC.

**Nominated by:** Provincial Commissioner

**In consultation with:** Chief Commissioner (Youth Programme)

**Appointed by:** Provincial Management / Support Team

**Term of Office:** Holds office concurrently with the Provincial Commissioner

**Accountable to:**

**Working with:**

- Provincial Commissioner
- Provincial Management / Support

- Chief Commissioner (Youth Programme)
- Team
- National Youth Programme Committee
  - County Programme Coordinators
  - Programme Commissioner
  - Scouting Ireland staff as relevant

**Personal Profile:** Should be able to demonstrate

- Good communication and team management skills
- Administrative and meeting management skills
- The ability to motivate and enthuse others
- Initiative
- Strong leadership skills
- Strong communication and inter-personal skills
- The ability to work as part of a team
- The ability to think creatively and solve problems
- The ability to motivate others and encourage participation
- The ability to handle and resolve conflict effectively
- A thorough knowledge of Scouting Ireland's policies regarding Youth Programme
- Experience of working in the Scout or Guide Movement in supporting Youth Programme formulation and delivery
- Willingness to speak one's mind and listen to the views of others
- The ability to maintain independent and objective judgement
- Willingness to actively support County Programme Coordinators
- An acceptance of the fundamentals of Scouting
- Willingness to undertake training for the job



**The Job:** Provincial Training Co-ordinator

**Roles & Responsibilities:** Responsible, to the Provincial Commissioner for the management of training in their Province and to provide the necessary training experiences for adults within their Province. The aim of this training is to help and support the leader to ensure delivery of the Youth Programme.

- Member of the Training Team
- Member of the Provincial Management / Support Team

Key areas of responsibility:

- On behalf of the Provincial Commissioner, and working with the Training Commissioner, to plan and manage the provision of adult leader training within the Province.
- In conjunction with the Provincial Commissioner, and the Training Commissioner, to manage the process of planning and delivery of adult leader training within the Province.
- To ensure the appropriate delivery of Training in accordance with guidelines issued by the Training Commissioner.
- To manage the Trainers Panel within the Province and to ensure that the Adults in Scouting model is used for this.
- To carry out an annual training needs analysis in the Province
- To provide appropriate reports, as necessary, to the Training Commissioner and the Provincial Commissioner.
- To manage Training resources within the Province.
- To manage Training budgets with the Province as appropriate.
- To liaise with and provide support to County Training Co-ordinators within the Province.
- In conjunction with the Training Commissioner to ensure the quality of Training delivered within the Province.
- In consultation with the Training Commissioner to approve Course Teams and Course Leaders for courses within the Province.
- To take an active role in the Training Team as defined in the Constitution and Rules of Scouting Ireland.

**Nominated by:** Provincial Commissioner

**In consultation with:** Training Commissioner

**Appointed by:** Provincial Management / Support Team

**Term of Office:** Holds office concurrently with the Provincial Commissioner

**Accountable to:**

- Provincial Commissioner
- Training Commissioner

**Working with:**

- Training Commissioner
- Provincial Management/Support Team
- Scouting Ireland staff as relevant

**Personal Profile:** Should be able to demonstrate

- The ability to provide inspirational leadership & strategic direction for Training in the Scout Province & the Association
- Willingness to actively design and contribute to the strategic vision of the Scout Province & the Association
- Willingness to take decisions which will further the work of the Scout Province & the Association
- The ability to build, maintain and facilitate effective working relationships with a wide range of people
- The ability to enable others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work as an effective team
- The ability to think creatively and solve problems
- The ability to negotiate agreements
- The ability to deliver as promised
- An understanding of the challenges of working in the voluntary sector
- The ability to lead and manage a team of adult volunteers
- The ability to motivate and enthuse others
- The ability to handle and resolve conflict effectively
- A thorough knowledge of how adults learn and of their needs and aspirations within Scouting
- Experience of working in the Scout or Guide Movement as a trainer of adults
- Presentation and Facilitation skills using a wide variety of methods
- Willingness to speak one's mind and listen to the views of others
- The ability to maintain independent and objective judgement
- The ability to manage a training and development function
- Willingness to actively support County Training Coordinators
- An acceptance of the fundamentals of Scouting
- Willingness to undertake training for the job

<b>The Job:</b>	<b>Provincial International Co-ordinator</b>
<b>Roles &amp; Responsibilities:</b>	<p>Primarily responsible for co-ordinating International Scouting opportunities and disseminating information received through all levels of International Scouting within the Scout Province.</p> <ul style="list-style-type: none"> <li>• Member of the International Team</li> <li>• Member of the Provincial Management / Support Team</li> </ul> <p>Key areas of responsibility:</p> <ul style="list-style-type: none"> <li>• To promote and develop the international dimension of Scouting within the Scout Province.</li> <li>• To work with the International Team.</li> <li>• To represent the Scout Province at meetings of the International Team.</li> <li>• To disseminate information received from other Scout Organisations to the relevant members of the Association within the Province.</li> <li>• To assist and advise Scout Groups and Scout Counties within the Scout Province in the organisation of International events and activities.</li> </ul>
<b>Nominated by:</b>	Provincial Commissioner
<b>Appointed by:</b>	Provincial Management / Support Team
<b>Accountable to:</b>	<ul style="list-style-type: none"> <li>• Provincial Commissioner</li> </ul>
	<p><b>In consultation with:</b> International Commissioner</p> <p><b>Term of Office:</b> Holds office concurrently with the Provincial Commissioner</p> <p><b>Working with:</b></p> <ul style="list-style-type: none"> <li>• Provincial Commissioner</li> <li>• Provincial Management/Support Team</li> <li>• Scout Groups and Scout Counties within the Scout Province</li> <li>• International Commissioner &amp; International Team</li> <li>• Scouting Ireland staff as relevant</li> </ul>
<b>Personal Profile:</b>	<p>Should be able to demonstrate</p> <ul style="list-style-type: none"> <li>• Willingness to actively design and contribute to the strategic vision of the Scout Province &amp; the International Team</li> <li>• Willingness to take decisions which will further the work of the Scout Province &amp; the International Team</li> <li>• The ability to build, maintain and facilitate effective working relationships with a wide range of people</li> <li>• The ability to enable others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work as an effective team</li> </ul>

- The ability to think creatively and solve problems
- The ability to deliver as promised
- An understanding of the challenges of working in the voluntary sector
- The ability to motivate and enthuse others
- The ability to handle and resolve conflict effectively
- Awareness of intercultural and international issues
- A knowledge of, and interest in, the International aspects of the World Scout & Guide movements
- Experience of working in International aspects of the Scout or Guide Movements
- Willingness to speak one's mind and listen to the views of others
- The ability to maintain independent and objective judgement
- An acceptance of the fundamentals of Scouting
- Willingness to undertake training for the job

<b>The Job:</b>	<b>Provincial Secretary</b>
<b>Roles &amp; Responsibilities:</b>	<p>Primarily responsible for overseeing administrative matters within the Scout Province.</p> <ul style="list-style-type: none"> <li>• Member of the Provincial Management / Support Team</li> </ul> <p>Functions include:</p> <ul style="list-style-type: none"> <li>• Secretary to the Provincial Management / Support Team.</li> <li>• Dealing with the administrative affairs of the Scout Province.</li> </ul> <p>Key areas of responsibility:</p> <ul style="list-style-type: none"> <li>• To summon meetings of the Provincial Management / Support Team in accordance with the Rules.</li> <li>• To record and communicate the minutes of the Provincial Management / Support Team.</li> <li>• Any other administrative functions or duties as required by the Provincial Management/Support Team.</li> </ul>
<b>Nominated by:</b>	Provincial Commissioner
<b>Appointed by:</b>	Provincial Management / Support Team
<b>Accountable to:</b>	<ul style="list-style-type: none"> <li>• Provincial Commissioner</li> <li>• Provincial Management/ Support Team</li> </ul>
	<p><b>In consultation with:</b></p> <p><b>Term of Office:</b> Holds office concurrently with the Provincial Commissioner</p> <p><b>Working with:</b></p> <ul style="list-style-type: none"> <li>• Provincial Commissioner</li> <li>• Provincial Management/Support Team</li> <li>• Scout Groups and Scout Counties within the Scout Province</li> <li>• National Secretary, as required</li> <li>• Scouting Ireland staff as relevant</li> </ul>
<b>Personal Profile:</b>	<p>Should be able to demonstrate</p> <ul style="list-style-type: none"> <li>• Strong organisational skills</li> <li>• Strong communication skills</li> <li>• The ability to work as part of a team</li> <li>• The ability to think creatively and solve problems</li> <li>• The ability to handle administrative tasks effectively</li> <li>• Good IT skills</li> <li>• Willingness to speak one's mind and listen to the views of others</li> <li>• The ability to maintain independent and objective judgement</li> <li>• An acceptance of the fundamentals of Scouting</li> <li>• Willingness to undertake training for the job</li> </ul>

<b>The Job:</b>	<b>Provincial Treasurer</b>
<b>Roles &amp; Responsibilities:</b>	<p>Primarily responsible for overseeing financial matters within the Scout Province.</p> <ul style="list-style-type: none"> <li>• Member of the Provincial Management / Support Team</li> <li>• Provincial Treasurer (Northern Scout Province) is a Director of Scout Foundation (NI)</li> </ul> <p>Functions include:</p> <ul style="list-style-type: none"> <li>• Dealing with the financial affairs of the Scout Province.</li> <li>• The preparation of the budget for the Scout Province for the approval of the Provincial Management/ Support Team.</li> <li>• The preparation of the accounts of the Scout Province for the approval of the Provincial Management/ Support Team.</li> <li>• Responsible for the submission of the annual accounts of the Scout Province to the National Treasurer.</li> </ul> <p>Key areas of responsibility:</p> <ul style="list-style-type: none"> <li>• To establish and manage the Provincial bank accounts.</li> <li>• To supervise the financial planning of and to monitor income and expenditure from the Training and Events run by the Scout Province.</li> <li>• To prepare the annual budget for approval by the Provincial Management/Support Team.</li> <li>• To submit the annual budget of the Scout Province to the National Treasurer.</li> <li>• To review and manage expenses incurred by the Provincial Management Support Team.</li> <li>• To implement and monitor the application of the Associations Finance Manual within the Scout Province.</li> <li>• To monitor and control assets purchased by the Scout Province including furnishing National Office with all relevant details and a VAT invoice for inclusion in the Associations Asset Register (for assets purchased by the Scout Province).</li> <li>• To prepare an annual report to National Office in respect of the status of assets purchased in the current year and prior years and held by the Scout Province.</li> <li>• To prepare an income and expenditure account for all income and expenditure accounted for through the Provincial bank accounts and to report to National Office within 30 days of the end of the Associations Financial Year.</li> <li>• To either prepare a separate Income and Expenditure account and comparison to budget for each event or course run or to require the organiser of such event to prepare such reports.</li> <li>• To ensure the annual accounts of any Provincial Campsite/Centre are submitted to the National Treasurer by the</li> </ul>

Campsite/Centre Manager in accordance with Rule 170.

- To prepare quarterly bank reconciliations for each Provincial account. The bank reconciliation prepared at the end of the Associations Financial Year will be sent with the accounts to the National Treasurer.
- To support the financial operations of the Scout Counties within the Scout Province. The support will include:
  - Reviewing Financial procedures (including cheque signing procedures).
  - Maintaining a Register of Scout County Bank Accounts (includes Credit Union , An Post accounts etc).
  - Providing support to the County Treasurer in the preparation of the Scout County Budgets.
  - Working with the Provincial Commissioner / Training Team to ensure training as required is available to and undertaken by the County Treasurers.
  - Reviewing the annual Scout County Accounts.
  - Working, as required, with the County Treasurer to provide support as appropriate to Scout Groups on financial matters.
- Any other financial functions or duties as required by the Provincial Management/Support Team.

**Nominated by:** Provincial Commissioner

**In consultation with:** National Treasurer

**Appointed by:** Provincial Management / Support Team

**Term of Office:** Holds office concurrently with the Provincial Commissioner

**Accountable to:**

- Provincial Commissioner
- Provincial Management/ Support Team
- National Treasurer

**Working with:**

- Provincial Commissioner
- Provincial Management/Support Team
- Scout Groups and Scout Counties within the Scout Province
- National Treasurer, as required
- Scouting Ireland staff as relevant

**Personal Profile:** Should be able to demonstrate

- Strong organisational skills
- Strong communication skills
- The ability to work as part of a team
- The ability to think creatively and solve problems
- Previous experience of financial management or the role of a Charity Treasurer
- The ability to analyse financial information effectively

- Good IT skills
- The ability to summarise financial information for different audiences
- Willingness to speak one's mind and listen to the views of others
- The ability to maintain independent and objective judgement
- An acceptance of the fundamentals of Scouting
- Willingness to undertake training for the job