Departments	Finance and Compliance	Volunteer Resource Management and Group Support	Information and Communication Management	Corporate Services	Programme Services	Safeguarding	Transition
Introduction	The Department supports the delivery of a positive scouting experience in line with our mission, aim and values to ensure the empowerment of youth.						The Department is tasked with the restructuring of SI so that it supports the delivery of a positive scouting experience in line with our mission, aim and values to ensure the empowerment of youth.
Departmental Values	**These are the guiding values of every Department in Scouting Ireland:** **Youth Centric Approach** Carrying out each of our functions and objectives in a manner that invariably involves, serves and considers the best interests of our youth members. **Scout Method** The working model of all departments must reflect the eight areas of the Scout Method: Nature and the Outdoors Law and Promise Learning by Doing Personal Progression Symbolic Framework Service and Commitment Young People and Adults Working Together Small Group System **Interdependence** All Departments must provide collegial support to the each other, while working together to achieve the overall aim of Scouting Ireland. **Progressivity** By continuously evaluating our methods of working, functions and objectives, we must ensure that we are adaptable and relevant						
Role of Department	-Finance -Compliance -Company Secretary role	-Group Support -Adult Membership -Adult Support -Delivery of Training -Development of Training -Disputes Resolution and Discipline -Delivery of QSE	-Research -Strategy -Data management -Internal and external communications -Grant Applications -International affairs	-Administration -IT -Events and activities (and associated administration) -Facilities -Health and safety -National Centres	-Programme implementation -Maintaining our unique pedagogy (*a method and practice of teaching*) -Programme research and development -Programme initiatives	-Safeguarding Youth and Adults -Training and Education -Monitoring, Evaluation and Reporting -Advocacy -Liaison with statutory	-Change management -Organisational development -Adherence to legislation -Assess change impact -Communicating change

					-Partnerships -Non-formal education promotion and development -Supporting the delivery of programme activities and events -Supports diversity and inclusion	authorities	
Core Team - Role	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						
Core Team – Make up	The makeup of the Core Team will be 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 maximum of three years on the Core Team • The core team can co-opt member(s) as and when required				**The makeup of the Core Team will be made up as follows:** -Staff members (including department manager) with the appropriate skills and experience	**The makeup of the Core Team will be 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 maximum of three years on the Core Team -The core team can co-opt member(s) as and when required	
Project Team	Project teams will be established to carry out designated project(s) as required and defined by a Terms of Reference						

Responsibilities	Review, monitor and evaluate: *Finance*	Review, monitor and evaluate activities of the Department	Review, monitor and evaluate: Research	Administration			Change management

| Responsibilities | **Review, monitor and evaluate:** *Finance* -To ensure Scouting Ireland's books are kept to a professional and lawful standard -To ensure that all records are properly recorded and auditable and prepare financial statements for stakeholders -To bill members appropriately for services rendered -To manage, record and approve expenses and salaries of employees -Evaluate previous budgets and draw learnings from them to draft future budgets. -Draft a realistic and responsible budget according to Scouting Ireland's finances and projected inputs and outputs each financial year -Assist groups with financial planning and instruction on how to adhere to financial standards. -Ensure that financial records are kept in line with data protection and GDPR regulations. -Investment appraisal of current and future projects undertaken by Scouting Ireland. | **Review, monitor and evaluate activities of the Department** **Group Support** -Support various aspects of group running by liaising and getting advice from various departments -Answer queries, give advice and help groups deal with any issues in an timely and efficient manner -Provide regular updates and information about the organisation and legislation to keep groups up to date with their responsibilities -Supporting groups to meet all their compliance needs -Support accident investigations where necessary **Adult Membership** -Provide an appropriate and accessible way for all adult members to complete the necessary training(s) and qualifications to fulfil their volunteer role -Provide phone and online support to members and groups who need assistance with updating or queries to their membership **Adult Support** | **Review, monitor and evaluate:** **Research** -Commission and monitor new research projects. Communicate results to relevant stakeholders -Support members interested in carrying out research projects -Use research to support grant applications and public Image of SI **Strategy** -Review, monitor and evaluate current strategy -Develop long term plans and put in place parameters for future planning -Assist in developing KIP's for various departments -Ensure effective communication of the strategic plan to all stakeholders **Data Management** -Comply with relevant legislation regarding data management -Provide training to staff on volunteers on changes to data management legislation and best practice -Support groups with data management questions and concerns -Put in place and | **Administration** -Provides all staff and volunteers with sufficient administration resources to run Scouting Ireland business -Manage the membership management system in an efficient and useful manner to ensure up-to-date records of all members -Provides training and upskilling to all staff and volunteers within the administration section **IT** -Provides an adequate IT service for Scouting Ireland's various departments -Provides a troubleshooting service and assistance for all staff and volunteers in relation to IT issues -Maintain a safe and secure up to date IT system -Provides support to the various departments from an IT perspective -Events and activities (and associated administration) -Runs and facilitates all events and activities on behalf of scouting Ireland or its members -Provides infrastructure or systems for members who want to run **events/activities** -Supports the logistics, | -Provide direct support to Groups in the development of their programme -Ensures the quality of scouting activities at events -Protect and maintain our unique pedagogy within a non-formal education framework -Reviews, monitors and evaluates -Contribute, where appropriate, to training development -Engage with wider Civil society in developing active, global citizenship -Comply with relevant external quality standards in various areas of programme -Ensure that at least one meeting is held each year with all youth representatives and the core team. -Lead and support programme development activities, -Manage and support delivery of advisory services to volunteers -Manage programme initiatives according to Scouting Ireland's financial/cost Management policies -Define and develop methodologies for project and programme | -Review and integrate all Scouting Ireland's Safeguarding policies in compliance with the Children First Act 2015. -Review and update Safeguarding Training and Safeguarding Refresher Training in compliance with the Children First Act 2015. -Review Scouting Ireland's policies in respect of Garda Vetting and develop a governance system to ensure Scouting Ireland's compliance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012. -Assist Scouting Ireland develop clear and unambiguous processes and | **Change management** A structured change management approach will be used for ensuring that all changes are thoroughly and smoothly implemented, and that the lasting benefits of change are achieved. **Organisational development** This department will be involved in mapping the current and future states of Scouting Ireland, mapping the transition state, and actively managing with and through others, the whole series of organisational transitions that are required of Scouting Ireland. **Adherence to legislation** Ensuring the organisational structures are compatible with Voluntary code type C and Charities Governance Code **Assess change impact** Monitor the Departmental structures to ensure that the departments are functioning efficiently and effectively by conducting impact analyses, assess change readiness and |

-Facilitate training of the accounting department employees **Compliance** -Ensure that Scouting Ireland adheres to the standards set out by external stakeholders and funding bodies -Implement and manage an effective legal compliance programme -Develop and review company policies -Advise management on the company's compliance with laws and regulations through detailed reports -Create and manage effective action plans in response to audit discoveries and compliance violations -Regularly audit company procedures, practices, and documents to identify possible weaknesses or risk. Ensure this process is carried out on a regular basis -Assess company operations to determine compliance risk and keep and update a risk assessment register on a regular basis -Ensure all employees/ members are educated on the latest	-Provide support to members through complaints and disputes procedures -Support all members at group level to deliver a quality scouting experience -Provide upskilling opportunities to adult members **Delivery of Training** -Provide regular and country-wide trainings for volunteers to train, re-train and upskill according to Scouting Ireland's Policy -Ensure training is provided by the most suitable, qualified trainers and ensure that is regular train-the-trainers sessions to provide peer-to-peer learnings and upskill new volunteers -Ensure the entirety of the island is supplied with training opportunities, as appropriate -Allow consultation with groups to provide the most relevant training at appropriate intervals. **Development of Training** -Ensure a review and evaluation process is in place to monitor and review the current training -To anticipate training requirements and	monitor data management systems at National office **Internal and external Communications** -Communicate Scouting Ireland's message internally and externally -Provide updates to relevant stakeholders -Build relationships between departments -Engage with relevant funding partners on a regular basis to provide updates and answer queries -Provide clear and transparent channels of communication between staff and volunteers -Develop a system to receive, record and implement stakeholder feedback **Grant applications** -Support in the identification and application of grants -To spread awareness of available grants to groups and volunteers -To monitor and report on grants received **International affairs** -Engage and liaise with international stakeholders in pursuit of Scouting Ireland's goals -Attend and promote Scouting Ireland at international events	organising and advertising of events and activities -Provides a payments system and support for events and activities -Provides assistance and advice to members running any event/ activity **Facilities** -Manages facilities on behalf of scouting Ireland -Provides trained/qualified individuals to manage facilities -Ensures all facilities adhere to relevant legislation and health and safety regulations and are regularly reviewed -Provides budgets and proposed plans for necessary updates to existing facilities and oversees the development of Scouting Ireland facilities **Employee relations** -Regularly review and updates the employee handbook in relation to relevant legislation and regulations -Provides timely and suitable training for all staff and ensure upskilling opportunities are provided as necessary -Manages employee disputes, complains and conflicts according to	management and delivery -Manage and mentor staff and/or volunteers as required -Identify and promote diversity and inclusion initiatives	polices in respect of incidents where Scouts, Scouters and staff fail to comply with the organisations policies. -Assist Scouting Ireland to develop processes and polices in relation to the responsibilities of Scouting Groups, Counties and Provence's to deal with failures to comply with the organisations policies, in order to ensure the organisation delivers a proportionate response in line with the principal of subsidiarity -To develop processes and polices in respect of the updating of the organisations Safeguarding Statement and annual Safeguarding Risk Assessments for	identify key stakeholders. **Communicating** Support the design, development, delivery and management of communications around all change effectively to all stakeholders.

Scouting Ireland - New Departments – Summary Table

	regulations and processes -Resolve employee/ volunteer concerns about legal compliance **Company secretary role** -Co-signing the annual return with the company director -Certifying that the financial statements to the annual return are true copies of the originals -Making out the statement of affairs in a winding up or receivership -Signing the relevant application form and making statutory declaration, if applicable, on the re-registration of a company -Keeping the company's minutes of board and general meetings -Keeping and making available for inspection, the company's registers -Providing the board of directors with legal and administrative support -Publishing statutory notices	demand for courses **Disputes Resolution and Discipline** -Administer the disputes and complaints procedures -Provision of appropriate and qualified candidates for the correct running of these services -The writing and constantly updating of policy and procedures in relation to disputes and discipline, as appropriate. **Delivery of QSE** -Facilitating the evaluation of groups and monitor the completion of action plans -Ensure that all information generation is efficient and used effectively **Awards** -Ensure there is an accessible process for groups to apply for awards -Administer the awards process efficiently	-Communicate and take feedback from international stakeholders regarding SI	Scouting Ireland's policy and procedures and supports staff during these processes -Ensures adequate staffing is in place and writes and reviews job descriptions as positions become available -Ensures all staff are informed about their rights and responsibilities -Maintain a commitment to diversity and inclusion policies when hiring new staff **Health and safety** -Ensure all Scouting Ireland facilities meet current Health and Safety regulations -Provide updates to groups on upcoming legislation and health and safety regulation changes and provide help and support to groups to achieve these -To provide support and assessment to groups regarding health and safety **National centres** -Manage and maintain all national centres to the highest level -Ensure positive engagement and positive customer experience at national centres		each group. Introduction of a governance system to ensure Scouting Ireland's compliance with the Children First Act 2015 in respect of both the Safeguarding Statement and annual Safeguarding Risk Assessments. -The Safeguarding Committee should, subject to the Terms of Reference, either initiate or have referred to it by the Board matters which are appropriate for it to consider and to make recommendation on such matters to the Board.	

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