

## Project Teams

### What is a Project Team?

A Project Team is a group of Scouting Ireland members who work together to achieve certain goals. These goals are outlined in a Terms of Reference document.

A Project Team focuses on a certain aspect of Scouting, such as youth empowerment, an event (such as the Phoenix Challenge) or reviewing national activities.

### What is a Terms of Reference?

A Terms of Reference is a document which outlines the roles and responsibilities of the Project Team. It also provides details on the length of the Project Team term, a brief description of what the role entails, and the measurable outcomes the team should complete by the end of their term.

The document is circulated with an application form or an email address to send your CV to, a few weeks before the application deadline.

Here are some examples of Terms of References for Project Teams:

National Activity Review:

<https://www.scouts.ie/Scouter/National-Stuff/National-Youth-Programme/PSD-TOR-02-National-Activities-Review-Project-Team-Terms-of-Reference.pdf>

Youth Empowerment:

<https://www.scouts.ie/Scouter/National-Stuff/National-Youth-Programme/PSD-TOR-03-Youth-Empowerment-Project-Team-Terms-of-Reference.pdf>

### What are the minimum requirements to join a Project Team?

To join a Project Team, you must be a registered member of Scouting Ireland (through your scout group). Project Teams are open to both youth and adult members.

### Where does the Project Team fit in?

Project Teams sit under Department Core Teams. Department Core Teams sit under the Chief Executive Officer (CEO). The Project Team and Department Core Team will regularly communicate, updating each other on progress and helping each other to reach the goals of the project team and the department.

### How do I apply to be on a Project Team?

The application process starts with the circulation of the Terms of Reference document and a link to the application form or an email where you submit your CV. Opportunities and open calls can be found on <https://www.scouts.ie/Jobs-and-Opportunities/Volunteer-Opportunities/>, in the Weekly Mailings, and also usually on the Scouting Ireland Facebook page too.

In order to apply to a Project Team, you'll need a Curriculum Vitae (a CV). A CV is a document that outlines any experiences, achievements and skills you have that will help you in your work with the Project Team. Your full CV should include a section focused on scouting.

For more information on what a Scout CV is, click the link below:

<https://scouting360.ie/wp/2020/07/24/how-to-write-a-scout-cv/>

Some applications may additionally require you to fill out a form with some questions focused around the Project Team. Some examples of these questions may include:

- What skills and experiences do you have that are relevant to this project team?
- What do you hope to change/implement/improve in your time on this project team?
- Why do you want to be a part of this project team?



### What do I do on a Project Team?

Every Project Team is different. The roles of the project team can be found under the 'Assigned Duties' section of the terms of reference. These assigned duties will shape the work of the project team for the duration of the term. They may include:

- Reviewing current policies and practices
- Creating resources
- Writing reports on how to improve something in Scouting Ireland

Usually a Project Team meeting will be a way for your team to divide up work, update each other on progress made, help each other to complete projects

### What's the time commitment to a Project Team?

Every Project Team is different. Some Project Teams may only be needed for a couple of months, whereas others may be needed for over a year. The term length can be found in the Terms of Reference document.

Each Project Team meets regularly to work on achieving the goals of the team. Most teams tend to meet weekly or once every two weeks, depending on the work and the deadlines for the work.

### Roles on the Team

Depending on the needs of the team, not every team will have all of the following roles. Other teams may have additional roles.

- **Team Lead:** The team lead will be the point of contact for the team and have regular communication with the department core team. They also may be responsible for the team meeting their deadlines or they may be the one to delegate the work.
- **Chairperson:** This person is in charge of keeping the meetings on track, and setting the agenda for the meetings.
- **Secretary:** This person is responsible for taking notes at the meetings, circulating them, and also circulating and collating any other relevant documentation.
- **Communications / Public Relations Officer:** This person may be responsible for running a social media page, uploading resources on to a website, or, with the secretary, finalising any reports / resources the team writes up.
- **Treasurer:** Some teams may require a treasurer or someone who keeps track of the costs, if they may occur.
- **Event Coordinator:** A member of the team may be responsible for finding events that the team could go to, and making contact with the event coordinators to see if a member of the Project Team could attend.

