



ROLE DESCRIPTION

Branch Adviser

Voluntary Position
v20220601

The Purpose of the Scout Movement is to contribute to the education of young people in achieving their full physical, intellectual, emotional, social, and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities.

Scouting focuses on youth members fully engaging with the program by supporting and managing those in adult and youth leadership roles.

Scouts WA is a child safe organisation with zero-tolerance for any harm, abuse, or neglect.

Scouts WA values the diversity of our members, including gender, sexuality, race, religion and ability.

Role Objective

This is an operational style role with an individual portfolio focus.

Branch Advisers contribute to the strategic direction of Scouts WA by managing regular operations within a specified area and advising members on how to apply skills and knowledge in relation to the portfolio.

Where required, this role can lead a team, which may comprise of Branch Leaders, Team Leaders, and Team Members to ensure Scouts WA members are supported and engaged in the portfolio's areas of responsibility, whilst ensuring quality program delivery throughout the organization.

This role is a Branch level appointment made by the Chief Commissioner on recommendation of the Deputy Chief Commissioner in charge of the specific portfolio.

Role Responsibilities

The appointee will need to:

Leadership and Management:

- Manage a team within their portfolio, where required
- Co-ordinate and lead required meetings with timely notice, agendas and minutes
- Support team member's development through the *Individual Adult Volunteer Plan* process
- Delegate responsibilities and tasks to relevant team members
- Identify potential candidates for roles and support timely succession planning
- Utilise effective record keeping systems
- Ensure that youth members are involved and empowered within the portfolio and encouraged and supported in leadership opportunities

Operational Implementation:

- Support the Branch Strategic Plan within their portfolio
- Create and implement operational documentation relevant to portfolio
- Assist with compliance with WHS policies and legislation
- Assist with compliance with child safe policies and legislation
- Develop and contribute to innovative solutions

Participation, Contribution and Advisory Involvement:

- Engage in meetings and communication with the team leader and peers
- Generate ideas for the Scouts WA annual calendar

	<ul style="list-style-type: none"> • Advise relevant Branch Commissioner and Deputy Chief Commissioner, where required • Liaise with other Scouts WA Leaders and Administration Staff • Advise and provide support to Youth and Adult members regarding knowledge and skills related to the portfolio • Positively portray Scouting in the wider community
Personal Attributes	<p>The appointee must be:</p> <p>Attitude:</p> <ul style="list-style-type: none"> • Dedicated to Vision, Aim, and Principles of Scouting – including the Scouts Australia Promise and Law • A positive role model for Youth and Adult Members • Committed to participating in ongoing professional development • Enthusiastic for the One Program continuum • Passionate in implementing the Scout Method • Dedicated to the Scouts Australia Code of Ethics and Conduct <p>Skills:</p> <ul style="list-style-type: none"> • Able to effectively communicate • Capable of motivating, building, leading, and managing teams and individuals effectively • Confident in utilizing Microsoft Office 365 suite <p>Knowledge:</p> <ul style="list-style-type: none"> • Proficient in utilizing MyScout (Scouts WA membership database) • Adept in Scouts Australia’s Program • Competent in navigating Scouts WA organizational structure
Selection Criteria	<p>The appointee is required to:</p> <p>Required Criteria:</p> <ul style="list-style-type: none"> • Hold a Certificate of Proficiency as a Program Support Leader (or equivalent) and be committed to attain Wood Badge as a Program Support Leader within 12 months • Meet the requirements for membership of the Scouts WA <p>Desired Criteria:</p> <ul style="list-style-type: none"> • Hold a Wood Badge as a Program Support Leader (or equivalent) • Have previous experience in the specific portfolio • Have previous experience in a management role (internal or external of Scouts WA)



SPECIFIC DUTIES STATEMENT

Branch Adviser [Water Skills]

v20220919

Overview of Role	<p>The Branch Adviser Water Skills focuses on supporting youth and adult members to access and undertake development opportunities within the Water Skills area of the Outdoor Adventure Skills or the Adventurous Activities framework.</p>
Key Stakeholders	<p>Reports To:</p> <ul style="list-style-type: none"> • Branch Commissioner [Adventurous Activities] <p>Works With:</p> <ul style="list-style-type: none"> • Branch Adviser [Core Skills] • Branch Adviser [Land Skills] • Branch Adviser [Individual Skills] • Branch Adviser [Outdoor Adventure Skills] <p>Manages:</p> <ul style="list-style-type: none"> • Branch Leader [Boating] • Branch Leader [Aquatics] • Branch Leader [Paddling]
Specific Role Responsibilities	<p>The appointee will need to:</p> <p>Leadership and Management:</p> <ul style="list-style-type: none"> • Advise and assist members who are seeking to undertake water skill activities that are not available through Scouts WA framework. (<i>e.g., through alternative Branches or outside organisations</i>) <p>Administration</p> <ul style="list-style-type: none"> • Advise on the creation or amendment of relevant Scouts WA resource material, (e.g., Scouts WA policies and procedures, forms, and promotional material) • Create frameworks and documentation that allow Scouts WA members to receive recognition of their skills and knowledge gained from their involvement in Scouts • Organise and promote water skills training and development workshops and events • Ensure that all relevant Safe Operating Procedures regarding water based adventurous activities are kept up to date and accurate
Required Meetings	<ul style="list-style-type: none"> • Scouts WA Adventurous Activities Team • Other National, Branch or local events, as required
Specific Training	<p>Desired Training:</p> <ul style="list-style-type: none"> • Recognised Provide First Aid qualification • Certificate IV Outdoor Leadership
Key Performance Indicators	<ul style="list-style-type: none"> • <i>To be discussed upon appointment</i>