



ROLE DESCRIPTION

District Commissioner

Voluntary Position
v20220602

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 area focus.

District Commissioners contribute to the strategic direction of Scouts WA by providing support to Scout Groups and Group Leaders within their District and ensuring effective planning, communication and problem solving are available to Scouts WA members.

This role manages Group Leaders within the District to assist Scout Groups in embedding the program, undertaking development opportunities and recognizing the contribution of Scouts WA members. In conjunction with Group Leaders, District Commissioners are responsible for the growth of Scout Groups and act as a liaison to Local Government Areas.

This role is a District level appointment made by the Regional Chief Commissioner.

Role Responsibilities

The appointee will be required to:

Leadership and Management:

- Manage Group Leaders and support Scout Groups in the District
- Co-ordinate and lead required meetings with timely notice, agendas and minutes
- Support Group Leader’s professional development through the *Individual Adult Volunteer Plan* process
- Resolve informal disputes and grievances that occur at a team level in a timely manner, according to best practice and Scouts WA policies & procedures
- Utilise the *Adult Volunteer Performance Plan* with team members to support and ensure that expectations are met and managed, where required
- Encourage and assist leaders' professional development through their Training Pathway requirements
- Support Scout Groups through visitation and regular contact
- Identify potential candidates for roles and ensure timely succession planning

Operational Implementation:

- Work with the Region to implement and support the Branch Strategic Plan
- Create and implement a District Plan
- Ensure compliance of WHS policies and legislation, including oversight of Risk Management
- Ensure compliance with child safe policies and legislation, including ensuring Groups understand requirements

Participation and Involvement:

	<ul style="list-style-type: none"> • Advise the Regional Chief Commissioner on matters relating to Scouting within their District • Positively portray Scouting in the wider community • Liase with Scouts WA Branch Support Teams and Administration Staff, where required
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 participate 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 • Willing to present and speak at events such as award presentations and meetings • Competent in conflict mediation and resolution, including undertaking appropriate inquiries and making recommendations • Experienced in report writing and creating documentation • Confident in utilizing Microsoft Office 365 suite <p>Knowledge:</p> <ul style="list-style-type: none"> • Proficient in utilizing MyScout (Scouts WA membership database) • Capable of understanding current Scouts WA policies and procedures • Adept in Scouts Australia’s Program • Familiar with Scouts Australia Leader Training Pathways • 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 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 a management role (internal or external of Scouts WA)