



SCOUTS WA - POSITION STATEMENT	
POSITION NUMBER:	
POSITION DESCRIPTION:	Assistant Regional Commissioner Country Assistant Regional Commissioner Perth North Assistant Regional Commissioner Perth South
DEPARTMENT:	Operations Directorate
TENURE:	2 Years
IMMEDIATE SUPERVISOR:	Regional Commissioner
FIRST LEVEL SUPERVISION:	Group Leaders (when filling a District Commissioner vacancy)
LIAISES WITH:	Scouts WA Head Office Field Leadership Team District Commissioners Group Leaders
COMMITTEES:	NIL
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. 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. Scouting focuses on youth members fully engaging with the program by supporting and managing those in adult and youth leadership roles.	
ROLE OBJECTIVE	
The Assistant Regional Commissioner is a leadership development appointment that supports the Regional Commissioner in providing leadership and operational support across the Region. The role is designed to develop the next generation of senior volunteer leaders within Scouts WA by providing meaningful experience in regional leadership, strategic planning and operational decision-making. Through mentoring, coaching and practical leadership opportunities, the appointee will develop the skills, knowledge and experience required for future senior leadership appointments while ensuring the perspectives of younger members are represented in regional leadership and decision-making. Working collaboratively with the Regional Commissioner and District Commissioners, the Assistant Regional Commissioner supports the sustainability and growth of Scout Groups, the development of adult leaders, and the delivery of a high-quality youth program. The role also provides operational continuity by undertaking delegated responsibilities and acting in District Commissioner vacancies or during periods of extended absence as required.	



ROLE RESPONSIBILITIES

The Assistant Regional Commissioner is Responsible for:

- Supporting the Regional Commissioner in achieving the Region's strategic and operational objectives.
- Providing mentoring, guidance and practical support to District Commissioners.
- Assisting Districts experiencing operational challenges by coordinating support and identifying solutions.
- Acting as District Commissioner where vacancies exist or when temporary relief is required.
- Supporting the recruitment, induction and development of new District Commissioners.
- Encouraging collaboration and sharing of resources and good practice between Districts.
- Supporting leadership succession planning across the Region.
- Promoting participation in training, Personal Development Courses, adventurous activities and major Scouts WA events.
- Assisting with implementation of Scouts WA policies, standards and organisational initiatives.
- Providing feedback to the Regional Commissioner on emerging issues, opportunities and operational improvements.

FUNCTIONS AND DUTIES

The Assistant Regional Commissioner will:

- Build positive working relationships with District Commissioners and Group Leaders.
- Regularly visit Districts and Scout Groups to provide encouragement and practical support.
- Assist District Commissioners to resolve operational, governance and leadership issues.
- Provide mentoring to new and developing District Commissioners.
- Support District leadership meetings, planning sessions and regional initiatives.
- Act as the District Commissioner when required, including carrying out the responsibilities of that appointment until relieved.
- Assist with identifying and recruiting suitable adults into leadership positions.
- Promote effective communication between Groups, Districts and the Region.
- Encourage compliance with Scouts WA policies and standards.
- Support the delivery of regional activities, training opportunities and events.
- Represent the Regional Commissioner at meetings and events when delegated.
- Undertake other duties as directed by the Regional Commissioner.

AUTHORISATIONS AND DELEGATIONS

The Assistant Regional Commissioner may:

- Liaise directly with District Commissioners, Group Leaders and Scouts WA staff.
- Attend District, Group and Regional meetings.
- Represent the Regional Commissioner when delegated.
- Exercise the delegated authority of a District Commissioner when appointed to act in that capacity.
- Exercise authorities provided within Scouts Australia Policy and Rules.



PERSONAL ATTRIBUTES

The Assistant Regional Commissioner must be aged between 18 and 30 years at the time of appointment. This position is substantively an adult leadership appointment and requires adult membership of Scouts WA. The specified age range recognises this, while ensuring that younger members are represented within Regional leadership and provides a structured pathway for developing future senior leaders within Scouts WA.

Attitude

- Demonstrates strong alignment with the Vision, Aim, and Principles of Scouting, with a commitment to strengthening and sustaining Scouting within the Region.
- Acts as a positive and credible role model for both Youth and Adult Members.
- Shows a commitment to continuous learning and professional development
- Values and promotes the One Program continuum, ensuring consistent and high-quality program delivery across all sections.
- Upholds and models the Scouts Australia Code of Ethics and Conduct at all times.

Skills

- Strong interpersonal and communication skills.
- Strong organisational and planning skills.
- Effective conflict resolution and problem-solving skills.
- Competent written communication and report preparation.
- Competent use of ScoutMap, Microsoft Office and digital communication platforms.

Knowledge

- An understanding of Scouts WA structure and operations.
- Sound knowledge of Scouts Australia Policy and Rules.
- Understanding of the Youth Program.

QUALIFICATIONS AND SKILLS

Mandatory

- Holds, or is willing to attain within 12 months, a Wood Badge in Leader of Adults
- Meets all requirements for Adult membership of Scouts WA.
- Demonstrated competence in digital tools and systems, including the Microsoft Office suite.
- Working knowledge of ScoutMap and other organisational systems, or the ability to quickly acquire proficiency.
- Experience managing competing priorities and resolving operational issues.

Desirable

- An understanding of the Scouts WA structure, operations, and the challenges facing Groups and Districts.
- Experience supporting volunteer teams and developing leaders.
- Understanding of governance and compliance requirements.
- Experience in training, mentoring, or capability development, supporting the growth of adult leaders.



REQUIRED MEETINGS

- Field Leadership Team Meetings
- Region Meetings
- District Council Meetings – As Required
- Group Council Meetings – As Required
- Scouts WA Annual General Meeting
- There may be Branch functions or local events you may be invited to.

KEY PERFORMANCE INDICATORS

Performance will be assessed against agreed objectives, including:

- Quality and timeliness of support provided to District Commissioners.
- Successful completion of District Commissioner duties when acting to fill vacancies.
- Development and retention of District leadership teams.
- Improved health and sustainability of Scout Groups within supported Districts.
- Positive feedback from District Commissioners and Group Leaders.
- Contribution to Regional projects and organisational initiatives.
- Compliance with Scouts WA policies and operational standards.