



	SCOUTS WA - POSITION STATEMENT
POSITION NUMBER:	
POSITION DESCRIPTION:	Branch Leader Photography
DEPARTMENT:	Marketing and Communications Directorate
TENURE:	2 Years
IMMEDIATE SUPERVISOR:	Nil
FIRST LEVEL SUPERVISION:	Branch Commissioner Media Production
LIAISES WITH:	Branch Leader Visual Productions Branch Commissioner Marketing & Branding Branch Leader Social Media Branch Advisor Digital Experience Scouts WA Head Office Field Leadership Team
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 Branch Leader Photography plans, captures and manages high-quality photographic content that represents Scouts WA's programs, people and impact. The role supports the Scouts WA Strategic Plan by producing authentic images for campaigns, publications, social media, websites, events and promotional materials. Photography should reflect the diversity of Scouting, showcase youth participation and support clear storytelling across the organisation. The role works with the Branch Commissioner Media Productions, Visual Productions, Communications and Marketing teams to coordinate photography requests, prepare event coverage and deliver suitable images within agreed timeframes. It also manages editing, file naming, storage and upload processes, maintains an accessible digital image library, and ensures all photography meets Scouts WA requirements for branding, child safety, consent, privacy, copyright and appropriate use.	
ROLE RESPONSIBILITIES	
• Capture authentic images of Scouting activities, events, people and achievements. • Deliver photography requests allocated through Microsoft Bookings and agreed production plans. • Prepare images for social media, websites, publications, campaigns and events. • Maintain an organised and accessible photography library. • Support safe, consistent photography practices across Scouts WA. • Work with Visual Productions and other portfolio teams on shared projects.	
FUNCTIONS AND DUTIES	
Photography Delivery • Review allocated briefs, confirm requirements and attend approved events or activities. • Capture images that reflect youth participation, program delivery, diversity and community impact. • Select, edit and deliver images in suitable formats within agreed timeframes. • Advise the Branch Commissioner Media Production of access, equipment, timing or capacity issues. Bookings and Coordination • Complete work allocated through Microsoft Bookings and keep booking records current.	



- Liaise with event leads, subjects and relevant teams before assignments.
- Follow approved processes for briefs, schedules, permissions, file delivery and cancellations.

Asset Management and Compliance

- Name, categorise, upload and store images in approved systems with suitable metadata.
- Check consent, privacy, child safety, copyright and usage requirements before release.
- Ensure images align with Scouts WA branding, tone and quality standards.
- Protect equipment, files and personal information while undertaking assignments.

Team Support and Improvement

- Coordinate and support photography volunteers when assigned.
- Share practical guidance with Groups, Districts and project teams.
- Recommend improvements to photography techniques, equipment, workflows and the image library.

AUTHORISATIONS AND DELEGATIONS

- Capture and prepare approved photographic content for Scouts WA use.
- Liaise with stakeholders about allocated photography assignments.
- Provide practical advice on photography standards and requirements.
- Recommend equipment, workflow and asset-management improvements.
- Escalate child safety, privacy, consent, copyright, reputational, financial or operational risks.
- Exercise financial authority within the approved Financial Delegations Standard.

PERSONAL ATTRIBUTES

Attitude

- Have enthusiasm for the Vision, Aim, and Principles of Scouting.
- Be a good role model to Youth and Adult Members.
- Commit to participate in ongoing professional development.
- Have enthusiasm for the One Program continuum.
- Have enthusiasm for the Youth Leading Adults Supporting concept.
- Adhere to the Scouts Australia Code of Ethics and Conduct.

Skills

- Be able to communicate efficiently.
- Be able to motivate, build, and lead teams effectively.
- Be able to manage people effectively.
- Be able to write reports.
- Be able to use the Microsoft Office suite.

Knowledge

- Understand and be able to use ScoutMap (the Scouts WA membership database).
- Understand and commit to the Scout Promise and Law.
- Understand the Youth Program.

QUALIFICATIONS AND SKILLS

Mandatory

- Have a Wood Badge in Leader of Adults, or to attain within 12 months.
- Meet the requirements for membership of the Branch.
- Demonstrated photography capability, including composition and visual storytelling.
- Ability to select, edit and deliver digital images.
- Ability to manage files, deadlines and stakeholder communication.

Desirable

- Experience in Scouts WA.
- Relevant qualification or equivalent practical experience.
- Experience with photo editing software and digital asset systems.



- Experience photographing events, youth activities or community programs.
- Knowledge of Scouts WA, branding and volunteer-led organisations.
- Demonstrated knowledge of Scouts WA HR policies, procedures and implementation.
- Excellent interpersonal skills.
- Understanding of ScoutMap.
- Demonstrated practical computer skills.
- Competence in using the Microsoft suite of products ie: word, excel, powerpoint, etc.

EXPERIENCES

- Experience photographing events, people, young people activities, community programs or documentary-style content.
- Experience delivering images for social media, websites, publications, marketing or media use.
- Experience working with volunteers or coordinating small project teams.
- Experience organising, tagging and maintaining a digital image library.
- Experience working safely and respectfully around young people is desirable.

REQUIRED MEETINGS

- Media Production Team meetings, as required.
- Marketing & Communications Portfolio meetings, as required.
- Relevant Branch, Region, District or Group meetings, as required.
- Regular check-ins with the Branch Commissioner | Media Production.

KEY PERFORMANCE INDICATORS

To be discussed.

ACCEPTANCE OF ROLE

I have read and discussed the Branch Leader | Photography Position Description and Specific Duties Statement with my formation Leader and accept the appointment.