



	SCOUTS WA - POSITION STATEMENT
POSITION NUMBER:	
POSITION DESCRIPTION:	District Commissioner
DEPARTMENT:	Operations
TENURE:	3 Years
IMMEDIATE SUPERVISOR:	Regional Commissioner
FIRST LEVEL SUPERVISION:	Group Leaders Assistant District Commissioner
LIAISES WITH:	Regional Commissioner and Region Leadership Team Group Leaders and Scout Group members Branch Support Teams Scouts WA Head Office Local Community Stakeholders
COMMITTEES:	District Team Camp or Activity Committees (ex-officio, where required)
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 District Commissioner is the senior leader within the District, responsible for supporting, developing, and growing Scout Groups to deliver a safe, high-quality Youth Program. The role provides leadership through consultation, guidance, and support to Group Leaders and adult volunteers, ensuring strong leadership capability, effective planning, and sustainable growth of Scouting within the community. The District Commissioner ensures that all Groups operate in accordance with the Purpose, Principles, Policies, and Rules of Scouting, while maintaining strong community engagement and organisational health across the District.	
ROLE RESPONSIBILITIES	
The District Commissioner is accountable for: - Leading and supporting Scout Groups within the District - Providing guidance on Youth Program delivery, leader development, and Group performance - Recruiting, developing, and supporting adult volunteers - Formulating and delivering a District Plan aligned to the Scouts WA Strategic Plan - Monitoring the health, growth, and sustainability of Scout Groups - Supporting effective communication across the District - Resolving disputes and managing issues in line with policy - Representing Scouting within the local community - Supporting recognition of adult and youth achievement Management Responsibilities - Support Adults in Scouting, including recognition and award nominations - Recruit and recommend the appointment of Leaders and Group Leaders - Appoint Leader-in-Charge or temporarily assume responsibility for a Group where required - Oversee District activities, events, and support structures	



- Encourage mentoring and support relationships between Group Leaders
- Support and encourage youth engagement and development

FUNCTIONS AND DUTIES

Youth Program and Group Support

- Provide advice and support to Groups on Youth Program delivery and training
- Assist Groups in developing and maintaining Group Plans
- Monitor program quality and support continuous improvement
- Support marketing and promotion of Scouting locally

Leadership and People Management

- Recommend appointments, transfers, and retirements of Leaders
- Ensure adequate staffing across all Groups
- Support Individual Adult Volunteer Plans (IAVP) and leader progression
- Promote leadership capability and teamwork across the District

Planning and Growth

- Develop and implement a District Plan
- Support Groups to grow membership and reach their full potential
- Promote establishment of new Groups or Sections where appropriate
- Monitor the performance and sustainability of Groups

Governance and Compliance

- Ensure Groups comply with Policies, Rules, and Branch procedures
- Support completion of compliance requirements
- Verify and approve risk assessments as required
- Support management of property, assets, and facilities

Problem Solving and Support

- Investigate and resolve disputes in accordance with Branch procedures
- Provide support to Groups experiencing challenges
- Escalate issues where required

Communication and Community Engagement

- Maintain regular contact with Group Leaders and District teams
- Foster relationships with community organisations and stakeholders
- Represent Scouting in the local community
- Promote collaboration across Groups and Sections

Recognition and Culture

- Recommend awards and recognition for members and supporters
- Promote a positive, inclusive, and supportive culture
- Encourage youth participation and leadership

AUTHORISATIONS AND DELEGATIONS

- Recommend appointment, transfer, and removal of Leaders
- Assist with the recruitment of Group Leaders
- Approve risk assessments within delegated authority
- Provide direction and support to Groups and District Teams
- Represent Scouts WA within the District
- Exercise financial authority in accordance with the organisation's approved Financial Delegations Standard.
- Act as ex-officio member of District-related committees



PERSONAL ATTRIBUTES

Attitude

- Strong commitment to the Purpose and Principles of Scouting
- Acts as a role model for youth and adult members
- Supports a youth-led, adult-supported approach
- Demonstrates integrity, inclusiveness, and professionalism
- Commitment to continuous development

Skills

- Strong leadership and people management capability
- Effective communication and public speaking skills
- Conflict resolution and problem-solving ability
- Ability to plan, organise, and deliver outcomes
- Ability to build and lead teams

Knowledge

- Understanding of Scouting structures, systems, and governance
- Knowledge of Youth Program and training frameworks
- Understanding of risk management and compliance requirements
- Ability to use Scouts WA systems

QUALIFICATIONS AND SKILLS

- Hold, or be working towards, a Wood Badge (Youth Program Support Leader)
- Meet membership requirements of Scouts WA
- Demonstrated leadership or management experience
- Ability to operate at a strategic and operational level

EXPERIENCES

- Experience in leadership and team management
- Experience working with volunteers
- Experience in program delivery or youth development
- Experience in planning, coordination, and reporting
- Experience in community engagement

REQUIRED MEETINGS

- Regional Meetings
- District Meetings (Chair)
- Annual Group Leaders Conference
- Group Support and Group Council Meetings (as required)
- Branch or Region events (as required)
- Local community engagements

KEY PERFORMANCE INDICATORS

- Maintain an active Individual Adult Volunteer Plan (IAVP) with the Regional Commissioner
- Deliver and report on the District Plan
- Maintain strong relationships with Group Leaders
- Hold at least one District Meeting each term
- Provide monthly reports to the Regional Commissioner on Groups within the District
- Attend
- Support compliance completion across all Groups
- Monitor and improve Program Quality Metrics across the District
- Support membership growth and retention



- Facilitate leadership development and succession planning
- Strengthen community engagement and visibility of Scouting

ACCEPTANCE OF ROLE

I have read and discussed the District Commissioner Position Description and Specific Duties Statement with my Regional Commissioner and accept the appointment.