



	SCOUTS WA - POSITION STATEMENT
POSITION NUMBER:	
POSITION DESCRIPTION:	Group Leader
DEPARTMENT:	Operations Directorate
TENURE:	3 Years
IMMEDIATE SUPERVISOR:	District Commissioner
FIRST LEVEL SUPERVISION:	Youth Program Leaders Assistant Group Leader (if appointed) Group Support Committee Members Adult Helpers
LIAISES WITH:	Scouts WA District Commissioner Group Support Committee Parents and Families Local Community Organisations Other Scout Groups Local Council
COMMITTEES:	Group Council Group Support Committee
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 Group Leader is responsible for leading and supporting a Scout Group to deliver an adventurous, fun, challenging, and inclusive youth program. The role ensures that adult leaders are supported to deliver the Scout Program effectively, that the Group grows sustainably, and that strong connections are built within the local community. The Group Leader ensures all activities are conducted in accordance with the Purpose, Principles, Policies, and Method of Scouting and operates within Scouts WA governance and compliance requirements.	
ROLE RESPONSIBILITIES	
The Group Leader is accountable for: • Providing leadership and direction to all adult members of the Group • Developing and maintaining a sustainable and growing Scout Group • Supporting the delivery of a safe, compliant and engaging youth program • Recruiting, supporting and developing adult leaders • Maintaining strong relationships with youth members, families and the community • Ensuring effective governance, financial sustainability and asset management • Promoting Scouting within the local community and increasing its visibility • Building a positive, inclusive and youth-focused culture • Build and maintain strong, appropriate relationships with local government and elected representatives, in	



line with Scouts WA governance requirements

FUNCTIONS AND DUTIES

The Group Leader will:

- Lead and facilitate Group Council meetings
- Support and monitor the delivery of the Youth Program across all Sections
- Develop and implement the Group Plan and monitor progress
- Lead the recruitment and retention of youth and adult members, supporting the ongoing development of Leaders
- Facilitate strong communication within the Group and with District structures
- Work with the Group Support Committee to manage finances and assets of the Group
- Ensure compliance with Scouts WA policies, including Safe from Harm and Risk Management
- Represent the Group within the local community and build partnerships
- Manage issues, resolve conflicts and support a positive team culture
- Develop and maintain positive relationships with local government representatives, including local councillors and Members of Parliament to promote Scouting, support local initiatives, and strengthen community presence
- Ensure all engagement with elected officials is non-partisan and aligned with Scouts WA values
- Where a Member of Parliament holds a ministerial portfolio, consult with Scouts WA Head Office prior to engagement to ensure appropriate coordination and governance

AUTHORISATIONS AND DELEGATIONS

- Recommend appointment, review and recognition of Leaders
- Exercise financial authority in accordance with the organisation's approved Financial Delegations Standard.
- Endorse Group plans, budgets and strategic priorities
- Delegate operational responsibilities across the Group structure

PERSONAL ATTRIBUTES

Attitude

- Commitment to the Purpose, Principles and Values of Scouting
- Acts as a positive role model for youth and adults
- Demonstrates integrity, inclusiveness and respect
- Supports a youth-led, adult-supported culture

Skills

- Strong communication and interpersonal skills
- Ability to lead, motivate and develop teams
- Conflict resolution and problem-solving capability
- Organisational and planning skills

Knowledge

- Understanding of the Scout Program and Method
- Awareness of risk management and governance requirements
- Understanding of Scouting structures and systems

QUALIFICATIONS AND SKILLS

Mandatory

- Meet Scouts WA membership requirements
- Certificate of Proficiency - Program Support Leader or ability to obtain within 12 months
- Competency in IT systems and communication tools including Microsoft 365

Desirable



- Experience working with volunteers or youth organisations
- Basic financial and administrative knowledge
- Leadership or management experience
- Wood Badge or ability to obtain within 12 months

EXPERIENCES

- Experience in leadership or team management
- Experience working collaboratively in teams
- Experience supporting or developing people
- Experience in planning, reporting and coordination
- Understanding of community engagement

REQUIRED MEETINGS

- Group Council Meetings
- Group Support Committee Meetings
- District Meetings
- Annual reporting and planning meetings
- Annual Group Leaders Conference

KEY PERFORMANCE INDICATORS

- Maintain an active Individual Adult Volunteer Plan (IAVP) with the District Commissioner
- Growth and retention of youth and adult membership
- Leader engagement and training completion
- Delivery of a safe and high-quality youth program
- Implementation and progress of the Group Plan
- Financial sustainability of the Group
- Compliance with policies and reporting requirements
- Positive engagement with the local community

ACCEPTANCE OF ROLE

I have read and discussed the Group Leader Position Description and Specific Duties Statement with my immediate supervisor and accept the appointment.