



	SCOUTS WA - POSITION STATEMENT
POSITION NUMBER:	SS-LOG-003
POSITION DESCRIPTION:	Branch Leader – Quartermaster
DEPARTMENT:	Support Directorate
TENURE:	1-3 Years
IMMEDIATE SUPERVISOR:	Branch Commissioner – Logistics
FIRST LEVEL SUPERVISION:	Quartermaster Team Members
LIAISES WITH:	Branch Leader – Assist and Infrastructure District Commissioners Group Leaders Event Leaders Fellowship and community volunteers
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 – Quartermaster provides operational leadership of Scouts WA’s shared equipment system, including storage, maintenance, and distribution of camping and activity equipment. The role establishes and manages a centralised equipment service, ensuring that all Groups regardless of size or storage capacity have access to safe, reliable, and appropriate equipment. This position focuses on increasing utilisation of Scouts WA assets, reducing duplication, and enabling more youth to access outdoor activities.	
ROLE RESPONSIBILITIES	
Leadership and Management - Establish and lead a Quartermaster team - Coordinate volunteers supporting equipment storage, maintenance, and distribution - Support involvement of Fellowship and community volunteers - Maintain clear records and oversight of equipment holdings and activity Operational Implementation - Support the development and management of an equipment depot model - Ensure depots are functional, organised, and accessible - Oversee equipment booking and allocation system - Ensure equipment is safe, maintained, and ready for use Participation and Involvement - Advise the Branch Commissioner – Logistics on equipment needs and risks - Engage with Groups and Districts to understand demand - Support event planning through provision of equipment	



- Promote use of shared assets rather than duplication

FUNCTIONS AND DUTIES

Equipment System and Depots

- Support the development and management of a centralised depot (e.g. through Scout halls or leased facilities)
- Maintain equipment for large-scale use (70–100 person camps)
- Ensure proper storage, handling, and transport systems

Booking and Access Model

- Support the development and management of a platform for booking equipment
- Ensure fair and efficient allocation of resources
- Support Groups without storage or equipment capacity

Maintenance and Lifecycle Management

- Implement regular inspection and maintenance schedules
- Coordinate repair and replacement of equipment
- Support the development of systems for asset tracking and lifecycle management

Utilisation and Optimisation

- Increase usage of existing equipment across the organisation
- Reduce idle assets sitting unused at Group level
- Promote shared ownership and access models

Financial Model and Sustainability

- Support development of cost models (hire, bonds, or subsidised access)
- Assist in ensuring sustainable funding for maintenance and replacement
- Provide input into budgeting and long-term planning

Special Functions

- Assist in overseeing Jamboree Store operations and readiness
- Support major events requiring bulk equipment
- Support the development of a scalable systems for future growth

AUTHORISATIONS AND DELEGATIONS

- Recommend procurement, replacement, or disposal of equipment
- Develop systems and processes for equipment use
- Coordinate access and allocation of shared assets
- Provide input into budget and financial models
- Exercise financial authority in accordance with the organisation's approved Financial Delegations Standard.

PERSONAL ATTRIBUTES

Attitude

- Dedicated to the Vision, Aim, and Principles of Scouting
- Practical, reliable, and service-focused
- Strong sense of responsibility and accountability
- Committed to supporting volunteers and program delivery

Skills

- Strong organisational and systems management skills
- Attention to detail and accuracy
- Ability to lead and coordinate teams
- Problem-solving and practical decision-making



- Clear and effective communication

Knowledge

- Understanding of Scouts WA operations and program needs
- Knowledge of equipment management principles
- Awareness of safety and risk management practices
- Familiarity with Scouts WA systems (e.g. ScoutMap)

QUALIFICATIONS AND SKILLS

Mandatory

- Eligible for membership of Scouts WA.
- Competent in the use of Microsoft 365 applications.
- Ability to work collaboratively with volunteers and stakeholders.
- Strong organisational and communication skills.

Desirable

- Experience in logistics, inventory, or asset management.
- Experience supporting Scouting operations, camps, events, or activities.
- Experience improving processes, systems, or service delivery.
- Understanding of procurement, maintenance, and asset lifecycle management.

EXPERIENCES

- Experience managing equipment, resources, or assets
- Experience leading or coordinating teams
- Experience supporting activities, camps, or events
- Experience in process or system improvement

REQUIRED MEETINGS

- Logistics Team Meetings
- Support Services Meetings (as required)
- District and Group meetings (as required)
- Event planning meetings

KEY PERFORMANCE INDICATORS

- Utilisation rate of shared equipment
- Availability and reliability of equipment
- Reduction in duplication across Groups
- Satisfaction of Groups accessing shared assets
- Sustainability of equipment funding and maintenance systems

ACCEPTANCE OF ROLE

I have read and discussed the Branch Leader – Quartermaster Position Description and accept the appointment.