



	SCOUTS WA - POSITION STATEMENT
POSITION NUMBER:	SS-VE-0002
POSITION DESCRIPTION:	Branch Advisor Adult Recruiting
DEPARTMENT:	Support Directorate
TENURE:	3 Years
IMMEDIATE SUPERVISOR:	Branch Commissioner Volunteer Engagement
FIRST LEVEL SUPERVISION:	Team Members (as required)
LIAISES WITH:	Branch Leader – Leaderbuild Branch Advisor – Adult Progression District Commissioners Group Leaders Head Office Staff (Membership/Admin) Community partners and prospective 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 Advisor – Adult Recruitment provides operational leadership and specialist advice to attract, engage, and onboard adult volunteers into Scouts WA. The role ensures that recruitment processes are simple, consistent, and effective, supporting sustainable growth across Groups and Districts. This position focuses on improving how Scouts WA presents itself to potential volunteers and converting interest into active, supported Leaders.	
ROLE RESPONSIBILITIES	
Leadership and Management • Support Groups and Districts to recruit and onboard adult volunteers • Lead recruitment initiatives or campaigns where required • Coordinate communication and resources to support recruitment efforts • Identify gaps in volunteer numbers and target recruitment activity accordingly Operational Implementation • Support implementation of the Volunteer Engagement Strategy (recruitment focus) • Develop and maintain recruitment processes and tools • Improve the onboarding experience for new volunteers • Promote consistent recruitment practices across Scouts WA • Support compliance requirements during onboarding (systems, screening, etc.) Participation, Contribution and Advisory Involvement • Advise the Branch Commissioner – Volunteer Engagement on recruitment trends and challenges • Work with District and Group Leaders to address local recruitment needs	



- Collaborate with ScoutMap Advisor to streamline enquiry and onboarding workflows
- Contribute ideas to improve attraction and conversion of volunteers
- Promote recruitment success stories and positive messaging

FUNCTIONS AND DUTIES

Recruitment Strategy and Campaigns

- Develop practical campaigns to attract new volunteers
- Promote flexible and accessible volunteering opportunities
- Identify new recruitment channels (community groups, schools, workplaces, alumni)
- Support targeted recruitment in areas of greatest need

Enquiry and Conversion

- Improve how enquiries are handled (especially through ScoutMap)
- Ensure timely follow-up and clear communication with potential volunteers
- Reduce drop-off between enquiry and active involvement
- Support Groups to create welcoming first experiences

Onboarding Experience

- Improve the journey from “interested” → “active Leader”
- Develop simple onboarding guides and checklists
- Ensure new volunteers feel supported, informed, and included
- Work closely with Adult Progression to transition volunteers into development pathways

Tools, Systems, and Process Alignment

- Work with ScoutMap to streamline recruitment workflows
- Ensure role descriptions are clear and accessible
- Support development of templates and communication tools
- Reduce complexity and duplication in recruitment processes

Promotion and Brand Positioning

- Strengthen how Scouts WA presents volunteering opportunities
- Promote clear messaging: impact, flexibility, community
- Support local storytelling and sharing of volunteer experiences
- Encourage positive representation of Scouting in the community

AUTHORISATIONS AND DELEGATIONS

- Provide advice and support on recruitment practices across Scouts WA
- Recommend improvements to recruitment systems, tools, and processes
- Liaise with internal and external stakeholders to support recruitment initiatives
- Exercise financial authority in accordance with the organisation's approved Financial Delegations Standard.

PERSONAL ATTRIBUTES

Attitude

- Committed to the Vision, Aim, and Principles of Scouting
- Positive, initiative-taking, and people-focused
- Enthusiastic about growing and sustaining the volunteer base
- Welcoming and inclusive mindset

Skills

- Strong communication and engagement skills
- Ability to motivate and influence others
- Practical problem-solving and initiative
- Ability to translate ideas into simple, workable solutions



Knowledge

- Understanding of Scouts WA structure and volunteer roles
- Awareness of recruitment and onboarding challenges
- Understanding of community engagement principles

QUALIFICATIONS AND SKILLS

Mandatory

- Certificate of Proficiency (Program Support Leader or equivalent) or commitment to attain within 12 months
- Commitment to attain Wood Badge within 24 months
- Competence in Microsoft 365 tools

Desirable

- Experience in recruitment, HR, or volunteer coordination
- Experience in community engagement or marketing
- Understanding of ScoutMap onboarding processes
- Experience supporting Groups or Districts

EXPERIENCES

- Experience working with volunteers in a structured environment
- Experience engaging or recruiting people
- Experience improving processes or workflows
- Experience within Scouts WA or similar organisations

REQUIRED MEETINGS

- Volunteer Engagement Team Meetings
- Support Services Meetings (as required)
- District and Group meetings (as required)
- Recruitment workshops or planning sessions

KEY PERFORMANCE INDICATORS

- Increase in number of new adult volunteers
- Conversion rate from enquiry to active volunteer
- Time taken from enquiry to onboarding completion
- Volunteer satisfaction with onboarding experience
- Reduction in vacancies across Groups and Districts
- Diversity and inclusiveness of new volunteer intake

ACCEPTANCE OF ROLE

I have read and discussed the Branch Advisor – Adult Recruitment Position Description and accept the appointment.