



SCOUTS WA - POSITION STATEMENT	
POSITION NUMBER:	
POSITION DESCRIPTION:	Branch Advisor - Adult Progression
DEPARTMENT:	Support Services
TENURE:	3 Years
IMMEDIATE SUPERVISOR:	Branch Commissioner - Volunteer Engagement
FIRST LEVEL SUPERVISION:	Team Members (as required)
LIAISES WITH:	Branch Leader – LeaderBuild Branch Advisor – Adult Recruitment District Commissioners Group Leaders Head Office Staff (Membership/Admin) Adult 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 Progression provides operational leadership and specialist advice to support the ongoing development, movement, and retention of adult volunteers within Scouts WA. The role ensures that volunteers are progressing through roles, training, and leadership pathways in a clear, supported, and timely way. This position focuses on keeping volunteers engaged by ensuring they feel valued, are developing their capability, and can see a future within Scouting.	
ROLE RESPONSIBILITIES	
Leadership and Management • Support Leaders and Commissioners to manage adult progression effectively • Lead small working groups or initiatives where required • Coordinate communication and guidance related to progression pathways • Support team member development through Individual Adult Volunteer Plans • Identify gaps in progression and leadership pipelines Operational Implementation • Support implementation of the Volunteer Engagement Strategy (progression focus) • Develop and maintain clear progression pathways across roles • Support leaders in identifying training and qualification needs • Promote consistent use of progression processes across Scouts WA • Support compliance with training and appointment requirements Participation, Contribution and Advisory Involvement	



- Advise the Branch Commissioner – Volunteer Engagement on progression trends and risks
- Liaise with District and Group Leaders to support volunteer development
- Contribute ideas to improve retention and leadership pathways
- Promote recognition of milestones and achievements

FUNCTIONS AND DUTIES

Volunteer Development and Pathways

- Define and communicate clear progression pathways for volunteers
- Support movement between roles (e.g. Leader → Commissioner → Specialist roles)
- Identify high-potential volunteers and support their development
- Encourage continuous learning and leadership growth

Retention and Engagement

- Monitor volunteer retention and identify risks early
- Address stagnation where volunteers feel “stuck”
- Ensure volunteers feel recognised, valued, and supported
- Support re-engagement of volunteers who disengage

Systems and Process Alignment

- Work with ScoutMap Advisor to track progression and qualifications
- Improve visibility of volunteer status and development
- Ensure records are accurate and up to date
- Simplify progression processes and remove unnecessary complexity

Recognition and Milestones

- Promote recognition of training completion and service milestones
- Support consistent recognition practices across the organisation
- Encourage celebration of achievements at local and Branch levels

AUTHORISATIONS AND DELEGATIONS

- Provide advice and guidance on adult progression across Scouts WA
- Recommend improvements to progression systems and processes
- Liaise with stakeholders to support volunteer development outcomes
- 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
- Supportive, encouraging, and people-focused
- Enthusiastic about developing leaders
- Positive and solutions-oriented mindset

Skills

- Strong mentoring and coaching capability
- Ability to motivate and guide volunteers
- Clear communication and organisational skills
- Problem-solving and planning ability



Knowledge

- Understanding of Scouts WA training and leadership pathways
- Awareness of volunteer lifecycle and retention challenges
- Knowledge of Scouts WA systems and structure

QUALIFICATIONS AND SKILLS

Mandatory

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

Desirable

- Experience in adult training or development
- Experience in leadership or volunteer management
- Understanding of training pathways and progression systems

EXPERIENCES

- Experience developing or mentoring volunteers
- Experience working within structured leadership pathways
- Experience improving processes or systems
- Experience within Scouts WA or similar organisations

REQUIRED MEETINGS

- Volunteer Engagement Team Meetings
- Support Services Meetings (as required)
- District and Group meetings (as required)
- Training and development sessions

KEY PERFORMANCE INDICATORS

- Retention rates of adult volunteers
- Number of volunteers progressing into new or expanded roles
- Reduction in volunteers stalled in progression
- Volunteer satisfaction with development opportunities
- Visibility and accuracy of progression data

ACCEPTANCE OF ROLE

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