



	SCOUTS WA - POSITION STATEMENT
POSITION NUMBER:	SEW010
POSITION DESCRIPTION:	Branch Commissioner Accessibility
DEPARTMENT:	Safety, Environment and Wellbeing
TENURE:	1 year with 2 x 1 year extensions
IMMEDIATE SUPERVISOR:	Assistant Chief Commissioner Safety, Environment and Wellbeing
FIRST LEVEL SUPERVISION:	Branch Advisor Disability
LIAISES WITH:	Assistant Chief Commissioner Safety, Environment and Wellbeing Branch Commissioners and Advisors Region Commissioners District Commissioners Group Leaders Adult Members Youth Members and Families Professional Staff External Accessibility and Disability Organisations Government Agencies Grant Providers
COMMITTEES:	Accessibility Working Groups Diversity and Inclusion Working Groups Relevant Scouts WA Committees National Diversity and Inclusion Meeting
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 Commissioner Accessibility is responsible for providing leadership, coordination and subject matter expertise relating to accessibility across Scouts WA. The role supports the Assistant Chief Commissioner Safety, Environment and Wellbeing in identifying and reducing barriers that may impact participation in Scouting. This includes supporting accessibility for people with disability, neurodivergent individuals, culturally and linguistically diverse communities, Aboriginal and Torres Strait Islander peoples, people of faith, and any individual who may experience barriers to participation. The Branch Commissioner Accessibility works collaboratively with leaders, volunteers, families and external stakeholders to improve access to Scouting programs, events, facilities and opportunities while promoting a culture of inclusion and belonging throughout Scouts WA.	
ROLE RESPONSIBILITIES	
The Branch Commissioner Accessibility is accountable to the Assistant Chief Commissioner Safety, Environment and Wellbeing for:	



Accessibility Leadership

- Lead the Accessibility portfolio across Scouts WA.
- Promote accessibility as a core organisational consideration.
- Coordinate the activities of the Branch Advisor | Disability.
- Establish and lead approved project teams and working groups.
- Provide strategic advice regarding accessibility and participation barriers.

Member and Family Support

- Act as a key contact point for members, families and leaders seeking accessibility support.
- Assist Groups, Districts and Regions to identify and address accessibility barriers.
- Support members requiring reasonable adjustments to participate in Scouting.
- Promote inclusive approaches to program delivery and volunteer engagement.

Accessibility Reviews and Improvements

- Support reviews of facilities, events, programs and activities to identify accessibility considerations.
- Provide recommendations to improve accessibility across the organisation.
- Assist with the development of accessibility guidance, standards and resources.
- Promote practical and achievable accessibility improvements.

Training and Education

- Develop and deliver accessibility-related training, workshops and awareness programs.
- Support leaders to build confidence in delivering accessible and inclusive Scouting experiences.
- Promote understanding of accessibility needs and reasonable adjustments.
- Develop resources that improve organisational capability in accessibility.

Equipment and Resource Management

- Identify and maintain accessibility-related resources and equipment available for use across Scouts WA.
- Promote awareness and utilisation of available accessibility resources.
- Identify opportunities to expand accessibility resources and equipment.
- Support the development of systems for managing accessibility equipment and resources.

Grants and Funding Opportunities

- Identify grant opportunities that support accessibility improvements.
- Assist with grant applications and funding submissions.
- Support projects aimed at increasing organisational accessibility.
- Build relationships with funding bodies and community organisations.

Stakeholder Engagement

- Build relationships with disability, accessibility and community organisations.
- Attend approved meetings, conferences and forums.
- Represent Scouts WA on accessibility-related matters where required.
- Collaborate with other Directorates to ensure accessibility is considered across organisational activities.

Policy and Procedure Review

- Participate in the review and development of policies and procedures relating to accessibility and inclusion.
- Monitor emerging trends, legislation and best practice approaches.



- Recommend improvements that strengthen organisational accessibility.

FUNCTIONS AND DUTIES

Administration

- Maintain records and documentation relevant to the portfolio.
- Contribute to quarterly and annual reporting requirements.
- Monitor progress against agreed objectives and KPIs.
- Assist with grant applications, reporting and project administration.

Accessibility Support

- Respond to accessibility-related enquiries.
- Support members, families and leaders seeking advice and guidance.
- Assist with accessibility planning for events and activities.
- Promote practical solutions that increase participation and inclusion.

Resource Development

- Develop and maintain accessibility resources, guides and tools.
- Create practical support materials for leaders and volunteers.
- Promote accessibility resources throughout the organisation.

Event and Activity Support

- Support planning and delivery of accessible events and activities.
- Coordinate accessibility-focused initiatives and programs.
- Promote inclusive participation opportunities for all members.

Continuous Improvement

- Monitor accessibility trends and emerging issues.
- Identify opportunities to improve accessibility across Scouts WA.
- Promote innovation and continuous improvement in accessibility practices.

AUTHORISATIONS AND DELEGATIONS

The Branch Commissioner | Accessibility may:

- Provide advice and recommendations relating to accessibility and participation.
- Liaise with internal and external stakeholders regarding accessibility matters.
- Coordinate approved accessibility projects, initiatives and events.
- Deliver approved training and educational programs.
- Represent Scouts WA at approved meetings and forums.

The Branch Commissioner | Accessibility does not have authority to:

- Commit Scouts WA to expenditure unless specifically delegated.
- Approve organisational policy independently.
- Undertake disciplinary action.
- Direct facility modifications or capital works.
- Make determinations regarding complaints or disputes.

Recommendations and advice are provided through the Assistant Chief Commissioner | Safety, Environment and Wellbeing and relevant organisational processes.



PERSONAL ATTRIBUTES

Attitude

- Demonstrates a strong commitment to accessibility and inclusion.
- Promotes participation, equity and belonging.
- Values diversity and individual differences.
- Acts with empathy, professionalism and respect.
- Supports the values and principles of Scouting.

Skills

- Strong communication and relationship-building skills.
- Ability to engage with a diverse range of stakeholders.
- Strong facilitation and training skills.
- Strong problem-solving and advocacy skills.
- Strong organisational and project management skills.

Knowledge

- Understanding of accessibility principles and inclusive practices.
- Understanding of disability inclusion and reasonable adjustments.
- Understanding of barriers experienced by diverse communities.
- Understanding of Scouts Australia Policies and Rules.
- Knowledge of the Scout Program and volunteer environment.

QUALIFICATIONS AND SKILLS

Mandatory

- Current Scouts WA Membership (or willingness to register as a member).
- Eligible to hold Adult Appointment within Scouts WA.
- Completion of required Scouts WA mandatory training.
- Demonstrated commitment to accessibility and inclusion.

Desirable

- Lived experience of disability, neurodivergence or accessibility barriers.
- Qualifications or experience in disability services, accessibility, education, community development or related fields.
- Experience delivering training and workshops.
- Experience preparing grant applications.
- Experience within Scouting or another volunteer organisation.

EXPERIENCES

- Experience supporting individuals, families or community groups.
- Experience identifying and addressing participation barriers.
- Experience developing resources, programs or initiatives.
- Experience working collaboratively across multiple stakeholders.
- Demonstrated commitment to accessibility and inclusion.

REQUIRED MEETINGS



- Safety, Environment and Wellbeing Team Meetings.
- Accessibility Portfolio Meetings.
- Accessibility Working Groups.
- Planning and Project Meetings.
- Relevant External Stakeholder Meetings.
- Scouts WA Annual General Meeting.

There may be Branch functions, accessibility activities and events that require attendance.

KEY PERFORMANCE INDICATORS

Performance may be assessed on the following:

- Number of accessibility enquiries responded to.
- Number of Groups, Districts and Regions supported.
- Number of accessibility training sessions delivered.
- Number of members participating in accessibility training.
- Number of accessibility-focused events and activities delivered.
- Development and maintenance of accessibility resources.
- Number and value of grants identified or secured.
- Accessibility equipment and resources maintained and utilised.
- Positive stakeholder feedback regarding portfolio support.
- Demonstrated improvements in accessibility across Scouts WA.

ACCEPTANCE OF ROLE

I have read and discussed the Branch Commissioner | Accessibility Position Description with my Formation Leader and accept the appointment.

Signed: _____ Date: _____