



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | SCOUTS WA - POSITION STATEMENT                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POSITION NUMBER:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | SEW011                                                                                                                                                                                                                                                                                                                                                                 |
| <b>POSITION DESCRIPTION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Branch Advisor   Disability                                                                                                                                                                                                                                                                                                                                            |
| <b>DEPARTMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Safety, Environment and Wellbeing                                                                                                                                                                                                                                                                                                                                      |
| <b>TENURE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1 year with 2 x 1 year extensions                                                                                                                                                                                                                                                                                                                                      |
| <b>IMMEDIATE SUPERVISOR:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Branch Commissioner   Accessibility                                                                                                                                                                                                                                                                                                                                    |
| <b>FIRST LEVEL SUPERVISION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Nil                                                                                                                                                                                                                                                                                                                                                                    |
| <b>LIAISES WITH:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Assistant Chief Commissioner   Safety, Environment and Wellbeing<br>Branch Commissioner   Accessibility<br>Branch Commissioners and Advisors<br>Region Commissioners<br>District Commissioners<br>Group Leaders<br>Adult Members<br>Youth Members and Families<br>Professional Staff<br>Disability Service Providers<br>Community Organisations<br>Government Agencies |
| <b>COMMITTEES:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Accessibility Working Groups<br>Disability Inclusion Working Groups<br>Relevant Scouts WA Committees                                                                                                                                                                                                                                                                   |
| <p>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.</p> <p>Scouts WA is a child safe organisation with zero-tolerance for any harm, abuse or neglect.<br/>           Scouts WA values the diversity of our members, including gender, sexuality, race, religion and ability.<br/>           Scouting focuses on youth members fully engaging with the program by supporting and managing those in adult and youth leadership roles.</p>                                                                       |                                                                                                                                                                                                                                                                                                                                                                        |
| ROLE OBJECTIVE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                        |
| <p>The Branch Advisor   Disability provides specialist advice, guidance and operational support relating to disability inclusion and accessibility across Scouts WA.</p> <p>The role supports the Branch Commissioner   Accessibility in ensuring young people and adults with disability can participate fully in all aspects of Scouting through the identification and removal of barriers, the implementation of reasonable adjustments and the promotion of inclusive practices.</p> <p>The Branch Advisor   Disability works directly with leaders, volunteers, youth members and families to provide practical support, advice and resources that enable meaningful participation and positive Scouting experiences for people with disability.</p> |                                                                                                                                                                                                                                                                                                                                                                        |
| ROLE RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                        |
| <p>The Branch Advisor   Disability is accountable to the Branch Commissioner   Accessibility for:<br/>           Disability Inclusion Support</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                        |



- Provide advice and support relating to disability inclusion across Scouts WA.
- Assist leaders, volunteers and families to identify and address barriers to participation.
- Support the implementation of reasonable adjustments that enable participation in Scouting activities.
- Promote inclusive approaches to program delivery and volunteer engagement.
- Encourage positive attitudes towards disability and inclusion.

#### Member and Family Support

- Respond to disability-related enquiries from youth members, families and volunteers.
- Provide practical guidance regarding participation and accessibility needs.
- Assist Groups, Districts and Regions to develop inclusive approaches to supporting members with disability.
- Support families navigating participation challenges within Scouting.

#### Inclusion Planning

- Assist with the development of individual support plans and inclusion strategies where appropriate.
- Provide guidance regarding reasonable adjustments and support requirements.
- Support leaders to develop confidence in working with diverse needs and abilities.
- Promote strengths-based approaches to participation and inclusion.

#### Training and Education

- Assist in the development and delivery of disability inclusion training.
- Promote understanding of disability, accessibility and inclusive practices.
- Deliver presentations, workshops and awareness activities.
- Support leaders in building skills and confidence to deliver inclusive Scouting experiences.

#### Events and Activities

- Support the planning and delivery of inclusive events and activities.
- Assist event organisers to consider accessibility and disability inclusion requirements.
- Promote participation opportunities for members with disability.
- Support disability-specific programs, camps, activities and initiatives where appropriate.

#### Resource Development

- Develop and maintain disability inclusion resources, guides and tools.
- Create practical materials that support leaders and families.
- Promote access to available resources and support services.
- Assist in identifying accessibility equipment and resource needs.

#### Stakeholder Engagement

- Build relationships with disability organisations, support services and community groups.
- Collaborate with other Directorates and portfolios on inclusion initiatives.
- Attend approved meetings, forums and events.
- Represent Scouts WA on disability inclusion matters where required.

### FUNCTIONS AND DUTIES

#### Administration

- Maintain records and documentation relevant to the portfolio.
- Assist with reporting requirements and portfolio updates.



- Contribute to grant applications and project initiatives.
- Support the planning and coordination of disability inclusion programs.

#### Direct Support

- Respond to requests for advice and support.
- Assist with individual participation challenges and accessibility concerns.
- Provide guidance and recommendations to leaders and volunteers.
- Support positive outcomes for members and families.

#### Resource Development

- Develop and maintain practical disability inclusion resources.
- Support awareness campaigns and educational initiatives.
- Promote available services, supports and community resources.

#### Continuous Improvement

- Identify opportunities to strengthen disability inclusion practices.
- Monitor emerging issues and trends affecting participation.
- Contribute to reviews of policies, procedures and resources.
- Promote innovation and best practice approaches.

### AUTHORISATIONS AND DELEGATIONS

#### The Branch Advisor | Disability may:

- Provide advice and recommendations relating to disability inclusion and accessibility.
- Support leaders, volunteers and families to develop inclusive participation strategies.
- Deliver approved training, workshops and educational activities.
- Participate in approved projects and working groups.
- Represent Scouts WA at approved meetings and forums.

#### The Branch Advisor | Disability does not have authority to:

- Commit Scouts WA to expenditure unless specifically delegated.
- Approve organisational policy independently.
- Undertake disciplinary action.
- Direct organisational decisions regarding member participation.
- Make determinations regarding complaints or disputes.

Recommendations and advice are provided through the Branch Commissioner | Accessibility and Assistant Chief Commissioner | Safety, Environment and Wellbeing.

### PERSONAL ATTRIBUTES

#### Attitude

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

#### Skills



- Strong communication and interpersonal skills.
- Ability to engage effectively with youth members, families and volunteers.
- Strong problem-solving and collaboration skills.
- Ability to provide practical and supportive guidance.
- Strong organisational and facilitation skills.

#### Knowledge

- Understanding of disability inclusion and accessibility principles.
- Understanding of reasonable adjustments and participation supports.
- Understanding of barriers experienced by people with disability.
- 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 disability inclusion and accessibility.

#### Desirable

- Lived experience of disability, neurodivergence or caring responsibilities.
- Qualifications or experience in disability services, education, community services, allied health or related fields.
- Experience supporting people with disability.
- Experience delivering training or educational programs.
- Experience within Scouting or another volunteer organisation.

### EXPERIENCES

- Experience supporting individuals, families or community groups.
- Experience promoting participation and inclusion.
- Experience developing practical solutions to accessibility challenges.
- Experience working collaboratively with diverse stakeholders.
- Demonstrated commitment to disability inclusion and accessible practices.

### REQUIRED MEETINGS

- Safety, Environment and Wellbeing Team Meetings.
- Accessibility Portfolio Meetings.
- Disability Inclusion 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 disability-related enquiries responded to.
- Number of youth members, families and volunteers supported.
- Number of Groups, Districts and Regions assisted.
- Number of disability inclusion training sessions delivered.
- Number of members participating in training and awareness initiatives.
- Development and maintenance of disability inclusion resources.
- Contribution to disability-specific events, camps and activities.
- Positive stakeholder feedback regarding support provided.
- Demonstrated improvements in disability inclusion outcomes across Scouts WA.

#### ACCEPTANCE OF ROLE

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_