



	SCOUTS WA - POSITION STATEMENT
POSITION NUMBER:	SEW021
POSITION DESCRIPTION:	Brand Advisor Organisational Culture
DEPARTMENT:	Safety, Environment and Wellbeing
TENURE:	1 year with 2 x 1 year extensions
IMMEDIATE SUPERVISOR:	Branch Advisor Organisational Culture
FIRST LEVEL SUPERVISION:	Nil
LIAISES WITH:	Assistant Chief Commissioner Safety, Environment and Wellbeing Branch Commissioner Wellbeing Branch Commissioners and Advisors Chief Commissioner Deputy Chief Commissioner Executive Leadership Team Field Leadership Team Region Commissioners District Commissioners Group Leaders Adult Members Professional Staff Volunteer Engagement Team Professional Standards Team
COMMITTEES:	Wellbeing Working Groups Culture and Engagement Working Groups Relevant Scouts WA Committees
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 Organisational Culture provides specialist advice, guidance and operational support relating to organisational culture, volunteer experience, psychological safety and member engagement across Scouts WA. The role supports the Branch Commissioner Wellbeing in fostering a positive, inclusive and respectful culture where volunteers feel valued, supported and empowered to contribute to the success of Scouting. The Branch Advisor Organisational Culture assists in identifying and addressing cultural challenges, promoting positive leadership behaviours and supporting initiatives that strengthen volunteer retention, engagement and organisational effectiveness. The role works collaboratively across Scouts WA to improve the experience of volunteers and contribute to the development of a healthy and sustainable organisational culture.	
ROLE RESPONSIBILITIES	
The Branch Advisor Organisational Culture is accountable to the Branch Commissioner Wellbeing for: Organisational Culture Development Support initiatives that strengthen organisational culture across Scouts WA.	



- Promote behaviours aligned with the Scout Promise, Law, Code of Conduct and organisational values.
- Assist in developing strategies that improve volunteer engagement and satisfaction.
- Promote a culture of inclusion, respect and accountability.
- Support initiatives that encourage positive leadership behaviours at all levels of the organisation.

Psychological Safety and Wellbeing

- Promote psychologically safe environments for volunteers and youth members.
- Support initiatives that address psychosocial hazards and organisational wellbeing risks.
- Assist leaders to identify and respond to emerging cultural and wellbeing concerns.
- Encourage healthy communication and respectful conflict resolution practices.

Volunteer Experience and Engagement

- Support initiatives aimed at improving volunteer recruitment, retention and engagement.
- Assist in identifying barriers that impact volunteer participation and satisfaction.
- Promote recognition, appreciation and celebration of volunteer contributions.
- Support programs that strengthen volunteer connection and belonging.

Surveys, Feedback and Organisational Insights

- Assist in the development and administration of volunteer surveys and feedback mechanisms.
- Analyse trends and themes emerging from volunteer feedback.
- Support evidence-based decision-making through collection and interpretation of organisational data.
- Identify opportunities for improvement and organisational learning.

Training and Education

- Develop and deliver training, workshops and resources relating to organisational culture and leadership behaviours.
- Support leaders to build skills in communication, teamwork and volunteer engagement.
- Promote awareness of psychosocial safety and respectful workplace principles.
- Assist in delivering initiatives that strengthen organisational capability.

Stakeholder Engagement

- Build positive relationships with volunteers and leaders throughout Scouts WA.
- Collaborate with other Directorates on initiatives relating to culture and engagement.
- Represent Scouts WA at approved meetings, forums and events.
- Engage with external organisations where appropriate to identify emerging trends and best practice.

FUNCTIONS AND DUTIES

Administration

- Maintain records and documentation relevant to the portfolio.
- Contribute to reports, surveys and organisational reviews.
- Assist with planning and evaluation of culture initiatives.
- Support grant applications and project opportunities where relevant.

Culture Improvement Initiatives



- Assist in the design and implementation of organisational culture initiatives.
- Support campaigns and programs that promote positive leadership and member experiences.
- Coordinate activities that encourage engagement and connection across the organisation.

Resource Development

- Develop and maintain resources, tools and guidance materials.
- Promote practical approaches to improving volunteer experiences.
- Support the development of leadership and culture resources.

Continuous Improvement

- Monitor emerging cultural trends and organisational challenges.
- Identify opportunities to improve volunteer experiences and organisational effectiveness.
- Contribute to organisational reviews and improvement projects.
- Promote innovation and continuous learning.

AUTHORISATIONS AND DELEGATIONS

The Branch Advisor | Organisational Culture may:

- Provide advice and recommendations relating to organisational culture and volunteer engagement.
- Coordinate approved culture-related initiatives and projects.
- Deliver approved training, workshops and awareness programs.
- Participate in approved working groups and projects.
- Represent Scouts WA at approved meetings and forums.

The Branch Advisor | Organisational Culture does not have authority to:

- Conduct formal misconduct investigations.
- Undertake disciplinary action.
- Make findings regarding complaints or grievances.
- Commit Scouts WA to expenditure unless specifically delegated.
- Amend organisational policy independently.

Where concerns relating to misconduct, complaints or disciplinary matters arise, the role will provide advice and support within established Scouts WA processes and refer matters through appropriate channels where required.

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

PERSONAL ATTRIBUTES

Attitude

- Demonstrates a commitment to positive organisational culture and volunteer wellbeing.
- Promotes inclusion, respect and collaboration.
- Acts with integrity, professionalism and sound judgement.
- Values diversity and differing perspectives.
- Supports the values and principles of Scouting.

Skills

- Strong interpersonal and relationship-building skills.
- Excellent communication and facilitation skills.



- Ability to engage constructively with a diverse range of stakeholders.
- Strong analytical and problem-solving skills.
- Ability to manage sensitive information appropriately.
- Strong organisational and project management skills.

Knowledge

- Understanding of organisational culture and volunteer engagement principles.
- Understanding of psychosocial safety and workplace wellbeing concepts.
- Understanding of leadership development and organisational change.
- 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 interest in organisational culture, leadership development or volunteer engagement.

Desirable

- Qualifications or experience in human resources, organisational development, volunteer management, community development, leadership, psychology or related fields.
- Experience conducting surveys, consultation or engagement activities.
- Experience delivering training and workshops.
- Experience within Scouting or another volunteer organisation.

EXPERIENCES

- Experience supporting teams, volunteers or community organisations.
- Experience facilitating discussions, workshops or engagement activities.
- Experience contributing to organisational improvement initiatives.
- Experience working collaboratively across multiple stakeholders.
- Demonstrated commitment to positive organisational culture and volunteer wellbeing.

REQUIRED MEETINGS

- Safety, Environment and Wellbeing Team Meetings.
- Wellbeing Portfolio Meetings.
- Culture and Engagement Working Groups.
- Planning and Project Meetings.
- Relevant Leadership Forums.
- Scouts WA Annual General Meeting.

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

KEY PERFORMANCE INDICATORS

Performance may be assessed on the following:



- Number of culture and engagement initiatives delivered.
- Number of volunteers engaged through surveys, consultation and feedback activities.
- Development and maintenance of culture-related resources.
- Number of training sessions and workshops delivered.
- Improvements in volunteer engagement and satisfaction survey results.
- Positive stakeholder feedback regarding portfolio support.
- Contribution to volunteer retention initiatives.
- Contribution to psychosocial safety and organisational wellbeing outcomes.
- Identification and implementation of organisational improvement opportunities.

ACCEPTANCE OF ROLE

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

Signed: _____ Date: _____