



SCOUTS WA - POSITION STATEMENT	
POSITION NUMBER:	SEW022
POSITION DESCRIPTION:	Branch Advisor Mental Health
DEPARTMENT:	Safety, Environment and Wellbeing
TENURE:	1 year with 2 x 1 year extensions
IMMEDIATE SUPERVISOR:	Branch Commissioner Wellbeing
FIRST LEVEL SUPERVISION:	Nil
LIAISES WITH:	Assistant Chief Commissioner Safety, Environment and Wellbeing Branch Commissioner Wellbeing Branch Commissioners and Advisors Region Commissioners District Commissioners Group Leaders Adult Members Youth Members Professional Staff External Mental Health Organisations Community Service Providers
COMMITTEES:	Wellbeing Working Groups Mental Health 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 Mental Health provides specialist advice, guidance and operational support relating to mental health awareness, education and wellbeing initiatives across Scouts WA. The role supports the Branch Commissioner Wellbeing in developing and delivering programs, resources, training and activities that improve mental health literacy, reduce stigma and promote positive mental wellbeing for youth members and adult volunteers. The Branch Advisor Mental Health works to build organisational capability by providing practical resources, education and support pathways while promoting a culture where mental health is openly discussed, understood and appropriately supported. This role is educational and preventative in nature and does not provide clinical assessment, counselling or crisis intervention services.	
ROLE RESPONSIBILITIES	
The Branch Advisor Mental Health is accountable to the Branch Commissioner Wellbeing for: Mental Health Education	



- Develop and promote mental health awareness initiatives across Scouts WA.
- Support the delivery of mental health education programs for youth and adult members.
- Promote positive mental health practices and resilience-building strategies.
- Assist in reducing stigma surrounding mental health within the organisation.
- Encourage open and supportive conversations about mental wellbeing.

Program Development

- Develop resources, activities and programs that support positive mental health outcomes.
- Assist in creating age-appropriate mental health resources for all sections of the Scout Program.
- Support the integration of wellbeing principles into Scouting activities and events.
- Identify opportunities to strengthen mental health outcomes across the organisation.

Member Support

- Provide guidance and information regarding mental health support pathways and resources.
- Assist leaders to understand how to support members experiencing wellbeing challenges.
- Provide practical advice regarding mental health awareness and early intervention approaches.
- Promote access to community and professional support services where appropriate.

Training and Awareness

- Develop and deliver training sessions, workshops and presentations.
- Promote Mental Health First Aid principles and awareness initiatives.
- Support leaders in developing confidence when responding to wellbeing concerns.
- Assist in building organisational capability around mental health literacy.

Policy and Procedure Review

- Contribute to the review and development of policies, procedures and resources relating to mental health and wellbeing.
- Monitor emerging trends, research and best practice approaches.
- Recommend improvements that support positive mental health outcomes across Scouts WA.

Stakeholder Engagement

- Build positive relationships with internal and external stakeholders.
- Establish partnerships with mental health organisations and service providers.
- Represent Scouts WA at approved meetings, conferences and forums.
- Collaborate with other Directorates and portfolios on shared initiatives.

FUNCTIONS AND DUTIES

Administration

- Maintain records and documentation relevant to the portfolio.
- Contribute to reporting requirements and program evaluations.
- Assist with grant applications and funding opportunities.
- Support planning and coordination of mental health initiatives.

Resource Development

- Develop and maintain educational resources and support materials.
- Create practical tools for leaders, volunteers and youth members.



- Promote access to current and evidence-informed information.

Training Delivery

- Coordinate and deliver workshops, presentations and awareness campaigns.
- Support the delivery of branch, district and regional training opportunities.
- Promote participation in mental health awareness initiatives.

Continuous Improvement

- Monitor trends and emerging issues affecting member wellbeing.
- Assist with the collection and analysis of wellbeing data and feedback.
- Support ongoing evaluation and improvement of mental health initiatives.
- Promote innovative and evidence-based approaches to mental health education.

AUTHORISATIONS AND DELEGATIONS

The Branch Advisor | Mental Health may:

- Provide information, education and guidance relating to mental health awareness and wellbeing.
- Coordinate approved mental health initiatives, activities and events.
- Deliver approved training and educational programs.
- Participate in approved projects and working groups.
- Represent Scouts WA at approved meetings and forums.

The Branch Advisor | Mental Health does not have authority to:

- Provide counselling, therapy or clinical mental health services.
- Conduct mental health assessments or diagnoses.
- Provide crisis intervention services.
- Commit Scouts WA to expenditure unless specifically delegated.
- Undertake disciplinary action.
- Amend policy or organisational procedures independently.

Members requiring professional mental health support should be referred to appropriate qualified services and support providers.

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

PERSONAL ATTRIBUTES

Attitude

- Demonstrates compassion, empathy and respect for others.
- Promotes positive mental health and wellbeing.
- Values diversity, inclusion and psychological safety.
- Acts with integrity, professionalism and sound judgement.
- Supports the values and principles of Scouting.

Skills

- Strong communication and presentation skills.
- Ability to discuss sensitive topics appropriately and professionally.
- Strong facilitation and training skills.
- Ability to engage effectively with youth members and adult volunteers.



- Strong organisational and relationship-building skills.

Knowledge

- Understanding of mental health principles and wellbeing practices.
- Understanding of youth development and volunteer engagement.
- Understanding of Scouts Australia Policies and Rules.
- Knowledge of available mental health support pathways and resources.
- 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 mental health, wellbeing or community support.

Desirable

- Qualifications or experience in mental health, psychology, counselling, social work, youth work, education, nursing or related fields.
- Mental Health First Aid accreditation.
- Experience delivering training, workshops or educational programs.
- Experience within Scouting or another volunteer organisation.

EXPERIENCES

- Experience supporting individuals, teams or community groups.
- Experience delivering education, awareness or wellbeing initiatives.
- Experience working collaboratively across multiple stakeholders.
- Demonstrated commitment to promoting positive mental health outcomes.

REQUIRED MEETINGS

- Safety, Environment and Wellbeing Team Meetings.
- Wellbeing Portfolio Meetings.
- Mental Health Working Groups.
- Planning and Event Meetings.
- Relevant External Stakeholder Meetings.
- 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 mental health initiatives delivered.
- Number of mental health training sessions delivered.
- Number of members participating in mental health education programs.



- Development and maintenance of mental health resources.
- Number of enquiries and support requests responded to.
- External partnerships established or maintained.
- Positive stakeholder feedback regarding portfolio support.
- Contribution to organisational wellbeing outcomes.
- Increased awareness and engagement with mental health initiatives across Scouts WA.

ACCEPTANCE OF ROLE

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

Signed: _____ Date: _____