



	SCOUTS WA - POSITION STATEMENT
POSITION NUMBER:	SEW023
POSITION DESCRIPTION:	Branch Advisor Adult Wellbeing
DEPARTMENT:	Safety, Environment and Wellbeing Directorate
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 Executive Leadership Team Field Leadership Team Region Commissioners District Commissioners Group Leaders Adult Members Volunteer Engagement Team Learning and Development Team External Wellbeing Organisations
COMMITTEES:	Relevant Scouts WA Committees Project and Event Working Groups
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 Wellbeing provides specialist advice, support and leadership in the development and delivery of initiatives that enhance the wellbeing, engagement and overall experience of adult members within Scouts WA. The role supports the Branch Commissioner Wellbeing in creating a positive, supportive and psychologically safe environment for volunteers by developing resources, coordinating activities and delivering programs that promote connection, resilience, belonging and wellbeing. The Branch Advisor Adult Wellbeing plays a key role in supporting volunteer retention, reducing psychosocial harm and fostering a culture where adult members feel valued, connected and supported throughout their Scouting journey.	
ROLE RESPONSIBILITIES	
The Branch Advisor Adult Wellbeing is accountable to the Branch Commissioner Wellbeing for: Adult Wellbeing Initiatives	



- Assist in the development and delivery of adult wellbeing programs and initiatives.
- Promote positive wellbeing practices across all levels of Scouts WA.
- Identify opportunities to improve volunteer wellbeing and engagement.
- Support initiatives that encourage connection, belonging and positive volunteer experiences.
- Promote healthy and sustainable volunteer participation.

Volunteer Support

- Provide guidance and support to adult members seeking wellbeing resources and assistance.
- Act as a point of contact for wellbeing-related enquiries.
- Assist members in identifying appropriate support pathways and resources.
- Promote awareness of wellbeing supports available within and outside Scouts WA.

Event and Activity Delivery

- Coordinate and deliver wellbeing-focused events, workshops and activities.
- Support the planning and delivery of social events that strengthen volunteer connection and engagement.
- Encourage participation in activities that support positive wellbeing outcomes.
- Assist with Branch, Region and District wellbeing initiatives where required.

Training and Education

- Develop and deliver wellbeing awareness sessions and training opportunities.
- Support leaders to create healthy, supportive and inclusive environments.
- Promote understanding of psychosocial safety and volunteer wellbeing.
- Assist in developing educational resources and guidance materials.

Organisational Culture Support

- Contribute to initiatives that strengthen organisational culture and volunteer experience.
- Promote respectful behaviours and positive leadership practices.
- Support initiatives aimed at improving volunteer satisfaction and retention.
- Encourage a culture of recognition, appreciation and support.

Stakeholder Engagement

- Build productive relationships with volunteers and leaders across the organisation.
- Engage with external wellbeing providers and community organisations where appropriate.
- Represent Scouts WA at approved meetings, events and forums.
- Collaborate with other portfolios to embed wellbeing into Scouting activities and programs.

FUNCTIONS AND DUTIES

Administration

- Maintain records relevant to the portfolio.
- Assist with reporting and evaluation activities.
- Support grant applications and funding opportunities relevant to adult wellbeing.
- Monitor participation and engagement in wellbeing initiatives.

Resource Development

- Develop and maintain wellbeing resources, guides and information materials.
- Promote access to contemporary wellbeing information and supports.



- Assist in creating practical resources for leaders and volunteers.

Program Delivery

- Deliver activities that support adult wellbeing, connection and resilience.
- Assist with wellbeing campaigns and awareness initiatives.
- Coordinate opportunities for social connection and peer support.
- Promote participation across all Regions, Districts and Groups.

Continuous Improvement

- Gather feedback from members regarding wellbeing needs and experiences.
- Contribute to wellbeing surveys and evaluation activities.
- Identify opportunities for improvement and innovation.
- Support the ongoing development of the Wellbeing Portfolio.

AUTHORISATIONS AND DELEGATIONS

The Branch Advisor | Adult Wellbeing may:

- Provide advice and recommendations relating to adult wellbeing.
- Deliver approved wellbeing programs, training sessions and activities.
- Liaise with internal and external stakeholders regarding wellbeing initiatives.
- Participate in approved projects, events and working groups.
- Represent Scouts WA at approved meetings and forums.

The Branch Advisor | Adult Wellbeing does not have authority to:

- Commit Scouts WA to expenditure unless specifically delegated.
- Provide counselling, therapy or clinical mental health services.
- Undertake disciplinary action.
- Amend policy independently.
- Make decisions regarding volunteer appointments or organisational investigations.

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 supporting the wellbeing of volunteers.
- Values inclusion, respect and positive relationships.
- Promotes a supportive and encouraging environment.
- Acts with professionalism, empathy and integrity.
- Supports the values and principles of Scouting.

Skills

- Strong interpersonal and relationship-building skills.
- Excellent communication and facilitation skills.
- Ability to organise and deliver events and activities.
- Ability to engage effectively with volunteers from diverse backgrounds.
- Strong organisational and project coordination skills.



- Ability to manage sensitive information appropriately.

Knowledge

- Understanding of wellbeing principles and volunteer engagement.
- Understanding of psychosocial safety and healthy workplace concepts.
- Understanding of the Scout Program and volunteer environment.
- Understanding of Scouts Australia Policies and Rules.
- Knowledge of community wellbeing supports and resources.

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 supporting volunteer wellbeing.

Desirable

- Qualifications or experience in community development, wellbeing, volunteer management, human resources, education, social services or related fields.
- Experience coordinating events, programs or community initiatives.
- Experience delivering training or educational sessions.
- Experience in volunteer engagement and retention activities.
- Experience within Scouting or another volunteer organisation.

EXPERIENCES

- Experience supporting volunteers, staff or community members.
- Experience coordinating programs, projects or activities.
- Experience building positive relationships across diverse stakeholder groups.
- Experience delivering initiatives that improve engagement and participation.
- Demonstrated commitment to creating supportive and inclusive environments.

REQUIRED MEETINGS

- Safety, Environment and Wellbeing Team Meetings.
- Wellbeing Portfolio Meetings.
- Working Group Meetings.
- Training and Event Planning Meetings.
- Region and District Meetings (as required).
- Scouts WA Annual General Meeting.

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

KEY PERFORMANCE INDICATORS



Performance may be assessed on the following:

- Number of adult wellbeing enquiries supported.
- Number of wellbeing events and activities delivered.
- Number of members participating in wellbeing initiatives.
- Development and review of wellbeing resources.
- Positive participant feedback from wellbeing activities.
- Contribution to volunteer engagement and retention initiatives.
- Improvement in adult wellbeing survey outcomes.
- Number of Groups, Districts and Regions supported.
- Contribution to reducing psychosocial harm and improving volunteer experience.

ACCEPTANCE OF ROLE

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

Signed: _____ Date: _____