



	SCOUTS WA - POSITION STATEMENT
POSITION NUMBER:	SEW030
POSITION DESCRIPTION:	Branch Commissioner Diversity
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 Indigenous
LIAISES WITH:	Assistant Chief Commissioner Safety, Environment and Wellbeing Branch Commissioners and Advisors Chief Commissioner Deputy Chief Commissioner Executive Leadership Team Field Leadership Team Region Commissioners District Commissioners Group Leaders Adult Members Youth Members and Families Professional Staff Community Organisations Cultural, Faith-Based and Diversity Organisations Government Agencies
COMMITTEES:	Diversity and Inclusion Working Groups Reconciliation and Cultural Advisory Groups Relevant Scouts WA Committees National Diversity and Inclusion Forums (as required)
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 Diversity is responsible for providing leadership, coordination and subject matter expertise relating to diversity, equity and inclusion across Scouts WA. The role supports the Assistant Chief Commissioner Safety, Environment and Wellbeing in creating an organisation where people from diverse backgrounds feel welcome, respected, valued and able to participate fully in Scouting. The Branch Commissioner Diversity leads initiatives that strengthen organisational culture, increase participation from underrepresented communities, promote cultural safety and support the development of policies, procedures, training and resources that foster inclusion across all levels of Scouts WA.	



The role works collaboratively with volunteers, youth members, families and community stakeholders to ensure Scouting reflects and celebrates the diversity of the communities it serves.

ROLE RESPONSIBILITIES

The Branch Commissioner | Diversity is accountable to the Assistant Chief Commissioner | Safety, Environment and Wellbeing for:

Diversity and Inclusion Leadership

- Lead the Diversity portfolio across Scouts WA.
- Promote diversity, equity and inclusion as core organisational values.
- Coordinate the activities of the Branch Advisor | Indigenous.
- Establish and lead approved project teams and working groups.
- Provide strategic advice regarding diversity and inclusion matters.

Organisational Culture and Inclusion

- Promote a culture of respect, inclusion and belonging.
- Support initiatives that improve participation and representation across the organisation.
- Encourage leadership behaviours that foster inclusive environments.
- Promote understanding and appreciation of diversity throughout Scouts WA.
- Assist in identifying and addressing barriers that impact participation.

Recruitment and Participation

- Support initiatives that encourage participation from underrepresented communities.
- Assist in identifying opportunities to grow youth and adult membership from diverse backgrounds.
- Work collaboratively with other Directorates to improve accessibility and inclusion.
- Promote strategies that strengthen community engagement and participation.

Cultural Safety

- Promote culturally safe practices across Scouts WA.
- Support leaders and volunteers to build confidence in working with diverse communities.
- Encourage respectful engagement with people of different cultures, faiths, identities and lived experiences.
- Support initiatives that strengthen organisational cultural capability.

Training and Education

- Develop and deliver diversity and inclusion training, workshops and awareness initiatives.
- Promote understanding of equity, inclusion and belonging.
- Develop resources that support inclusive leadership and program delivery.
- Support leaders to build knowledge and confidence in diversity-related matters.

Policy and Procedure Review

- Participate in the review and development of diversity and inclusion policies, procedures and resources.
- Monitor emerging trends, legislation and best practice approaches.
- Recommend improvements that strengthen diversity and inclusion outcomes.

Community Engagement

- Build relationships with community organisations and stakeholders.
- Attend approved meetings, forums and conferences.
- Represent Scouts WA on diversity and inclusion matters where required.



- Promote positive community relationships and partnerships.

Member Support

- Provide advice and guidance regarding diversity and inclusion matters.
- Support leaders responding to inclusion-related enquiries and concerns.
- Assist in identifying practical solutions that improve participation and belonging.
- Promote positive and respectful approaches to addressing diversity-related issues.

FUNCTIONS AND DUTIES

Administration

- Maintain records and documentation relevant to the portfolio.
- Contribute to reporting requirements and organisational reviews.
- Monitor progress against agreed objectives and KPIs.
- Support grant applications and project opportunities where relevant.

Diversity Initiatives

- Coordinate diversity and inclusion projects, activities and events.
- Promote awareness campaigns and educational initiatives.
- Support celebrations and recognition of culturally significant events and observances.
- Encourage participation in diversity-focused programs and activities.

Resource Development

- Develop and maintain diversity and inclusion resources.
- Create practical tools and guidance materials for leaders and volunteers.
- Promote resources that strengthen organisational capability and understanding.

Continuous Improvement

- Monitor diversity and inclusion trends and emerging issues.
- Identify opportunities to improve participation, representation and inclusion.
- Promote innovation and continuous improvement across the portfolio.
- Support organisational learning and development.

AUTHORISATIONS AND DELEGATIONS

The Branch Commissioner | Diversity may:

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

The Branch Commissioner | Diversity does not have authority to:

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



Where concerns relating to discrimination, harassment or member conduct 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 Assistant Chief Commissioner | Safety, Environment and Wellbeing.

PERSONAL ATTRIBUTES

Attitude

- Demonstrates a strong commitment to diversity, equity and inclusion.
- Promotes belonging, participation and respect.
- Values differing perspectives and lived experiences.
- Acts with integrity, professionalism and cultural sensitivity.
- Supports the values and principles of Scouting.

Skills

- Strong communication and relationship-building skills.
- Ability to engage effectively with diverse communities.
- Strong facilitation and presentation skills.
- Strong problem-solving and collaboration skills.
- Strong organisational and project management skills.

Knowledge

- Understanding of diversity, equity and inclusion principles.
- Understanding of cultural safety and community engagement.
- 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 diversity and inclusion.

Desirable

- Qualifications or experience in community development, diversity and inclusion, education, human services, human resources or related fields.
- Experience working with diverse communities.
- Experience delivering training and workshops.
- Experience developing partnerships and community relationships.
- Experience within Scouting or another volunteer organisation.

EXPERIENCES



- Experience supporting diverse individuals, groups or communities.
- Experience leading projects, initiatives or engagement activities.
- Experience developing resources, programs or training.
- Experience working collaboratively across multiple stakeholders.
- Demonstrated commitment to inclusion and community participation.

REQUIRED MEETINGS

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

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

KEY PERFORMANCE INDICATORS

Performance may be assessed on the following:

- Number of diversity-related enquiries responded to.
- Number of Groups, Districts and Regions supported.
- Number of diversity and inclusion initiatives delivered.
- Number of training sessions and workshops delivered.
- Number of members participating in diversity initiatives.
- Development and maintenance of diversity resources.
- External partnerships established and maintained.
- Positive stakeholder feedback regarding portfolio support.
- Increased participation and engagement from diverse communities.
- Demonstrated improvements in organisational inclusion outcomes.

ACCEPTANCE OF ROLE

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

Signed: _____ Date: _____