



SCOUTS WA - POSITION STATEMENT	
POSITION NUMBER:	SEW031
POSITION DESCRIPTION:	Branch Advisor Indigenous
DEPARTMENT:	Safety, Environment and Wellbeing
TENURE:	1 year with 2 x 1 year extensions
IMMEDIATE SUPERVISOR:	Branch Commissioner Diversity
FIRST LEVEL SUPERVISION:	Nil
LIAISES WITH:	Assistant Chief Commissioner Safety, Environment and Wellbeing Branch Commissioner Diversity Branch Commissioners and Advisors Region Commissioners District Commissioners Group Leaders Adult Members Youth Members and Families Professional Staff Aboriginal and Torres Strait Islander Community Organisations Elders and Community Leaders Government Agencies Educational and Cultural Organisations
COMMITTEES:	Diversity and Inclusion Working Groups Reconciliation and Cultural Advisory 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 Indigenous provides specialist advice, cultural guidance and operational support relating to Aboriginal and Torres Strait Islander engagement, cultural inclusion and reconciliation across Scouts WA. The role supports the Branch Commissioner Diversity in building respectful relationships with Aboriginal and Torres Strait Islander communities, increasing cultural understanding throughout the organisation and strengthening opportunities for Aboriginal and Torres Strait Islander young people and adults to participate in Scouting. The Branch Advisor Indigenous promotes culturally safe practices, supports educational initiatives and assists Scouts WA to develop meaningful relationships and partnerships that contribute to reconciliation and positive community outcomes.	
ROLE RESPONSIBILITIES	
The Branch Advisor Indigenous is accountable to the Branch Commissioner Diversity for: Cultural Advice and Guidance	



- Provide advice and guidance relating to Aboriginal and Torres Strait Islander cultures, communities and engagement.
- Support leaders and volunteers to build culturally respectful and inclusive practices.
- Assist Scouts WA to identify opportunities to strengthen cultural capability across the organisation.
- Promote culturally safe environments for youth members, volunteers and families.

Community Engagement

- Build and maintain relationships with Aboriginal and Torres Strait Islander organisations, Elders and community representatives.
- Support Groups, Districts and Regions to engage respectfully with local Aboriginal communities.
- Assist in identifying opportunities for partnerships and collaborative projects.
- Represent Scouts WA at approved meetings, forums and community events.

Cultural Education

- Develop and deliver educational programs, workshops and awareness activities.
- Promote understanding of Aboriginal and Torres Strait Islander histories, cultures and perspectives.
- Support the development of resources that improve cultural understanding throughout Scouts WA.
- Encourage meaningful engagement with cultural learning opportunities.

Reconciliation Initiatives

- Support Scouts WA's commitment to reconciliation and inclusion.
- Coordinate and support activities associated with National Reconciliation Week.
- Coordinate and support activities associated with NAIDOC Week.
- Promote initiatives that strengthen understanding, respect and relationships.
- Assist with the development of reconciliation-focused projects and activities.

Member and Leader Support

- Respond to enquiries relating to Aboriginal and Torres Strait Islander engagement and inclusion.
- Support leaders seeking advice regarding cultural considerations and community engagement.
- Assist in identifying and addressing barriers to participation.
- Promote participation opportunities for Aboriginal and Torres Strait Islander youth and adults.

Resource Development

- Develop and maintain culturally appropriate resources, guides and educational materials.
- Support the development of Welcome to Country and Acknowledgement of Country guidance.
- Assist with the development of cultural engagement resources for leaders and volunteers.
- Promote access to relevant cultural resources and information.

Policy and Procedure Review

- Provide advice regarding cultural considerations in organisational policies and procedures.
- Assist in identifying opportunities to improve cultural inclusion and representation.
- Support reviews of resources and materials to ensure cultural appropriateness where requested.

FUNCTIONS AND DUTIES

Administration

- Maintain records and documentation relevant to the portfolio.



- Contribute to reports and portfolio updates.
- Support grant applications and project initiatives where relevant.
- Assist in planning and coordinating cultural initiatives and events.

Community Partnerships

- Build and maintain relationships with community organisations and stakeholders.
- Support collaborative projects and initiatives.
- Promote positive community engagement and participation.

Event and Activity Support

- Support the delivery of cultural events, programs and activities.
- Assist with planning and implementation of Reconciliation Week and NAIDOC Week initiatives.
- Promote opportunities for cultural engagement across Scouts WA.

Continuous Improvement

- Identify opportunities to improve cultural inclusion and engagement.
- Monitor emerging issues and trends relevant to the portfolio.
- Promote innovation and continuous learning.
- Support organisational improvement initiatives relating to cultural capability.

AUTHORISATIONS AND DELEGATIONS

The Branch Advisor | Indigenous may:

- Provide cultural advice and recommendations relating to Aboriginal and Torres Strait Islander engagement.
- Deliver approved training, workshops and awareness programs.
- Participate in approved projects and working groups.
- Support community engagement activities and partnerships.
- Represent Scouts WA at approved meetings and forums.

The Branch Advisor | Indigenous does not have authority to:

- Commit Scouts WA to expenditure unless specifically delegated.
- Undertake disciplinary action.
- Approve organisational policy independently.
- Make findings regarding complaints or grievances.
- Commit Scouts WA to formal agreements or partnerships without approval.

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

PERSONAL ATTRIBUTES

Attitude

- Demonstrates respect for Aboriginal and Torres Strait Islander peoples, cultures and communities.
- Promotes reconciliation, inclusion and cultural understanding.
- Acts with integrity, professionalism and cultural sensitivity.
- Values community relationships and respectful engagement.
- Supports the values and principles of Scouting.

Skills



- Strong communication and relationship-building skills.
- Ability to engage respectfully with community stakeholders.
- Strong facilitation and presentation skills.
- Ability to provide practical advice and guidance.
- Strong organisational and project coordination skills.

Knowledge

- Understanding of Aboriginal and Torres Strait Islander histories, cultures and perspectives.
- Understanding of cultural safety principles.
- Understanding of community engagement and partnership development.
- 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 cultural inclusion and reconciliation.

Desirable

- Aboriginal or Torres Strait Islander lived experience.
- Experience working with Aboriginal and Torres Strait Islander communities.
- Experience in community engagement, education, cultural development or related fields.
- Experience delivering training, workshops or cultural education programs.
- Experience within Scouting or another volunteer organisation.

EXPERIENCES

- Experience building and maintaining community relationships.
- Experience supporting cultural initiatives, projects or programs.
- Experience delivering education, awareness or engagement activities.
- Experience working collaboratively with diverse stakeholders.
- Demonstrated commitment to reconciliation and cultural inclusion.

REQUIRED MEETINGS

- Safety, Environment and Wellbeing Team Meetings.
- Diversity Portfolio Meetings.
- Reconciliation and Cultural Advisory Meetings.
- Planning and Project Meetings.
- Relevant Community and Stakeholder Meetings.
- Scouts WA Annual General Meeting.

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



KEY PERFORMANCE INDICATORS

Performance may be assessed on the following:

- Number of Aboriginal and Torres Strait Islander engagement enquiries supported.
- Number of Groups, Districts and Regions assisted.
- Number of cultural education sessions delivered.
- Number of members participating in cultural awareness activities.
- Delivery of National Reconciliation Week initiatives.
- Delivery of NAIDOC Week initiatives.
- Development and maintenance of cultural resources.
- Community partnerships established and maintained.
- Positive stakeholder feedback regarding cultural engagement and support.
- Increased participation and engagement of Aboriginal and Torres Strait Islander youth and adults within Scouts WA.

ACCEPTANCE OF ROLE

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

Signed: _____ Date: _____