



SCOUTS WA - POSITION STATEMENT	
POSITION NUMBER:	SEW042
POSITION DESCRIPTION:	Branch Advisor Child Safety
DEPARTMENT:	Safety, Environment and Wellbeing
TENURE:	1 year with 2 x 1 year extensions
IMMEDIATE SUPERVISOR:	Branch Commissioner Safety and Risk
FIRST LEVEL SUPERVISION:	Nil
LIAISES WITH:	Assistant Chief Commissioner Safety, Environment and Wellbeing Branch Commissioner Safety and Risk Executive Leadership Team Field Leadership Team Region Commissioners District Commissioners Group Leaders Adult Members Youth Members Professional Staff Relevant External Agencies and Organisations
COMMITTEES:	Child Safety Working Groups Relevant Scouts WA Committees National Child Safety Forums and Working Groups (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 Advisor Child Safety provides specialist advice, guidance and operational support relating to child safety and safeguarding across Scouts WA. The role supports the Branch Commissioner Safety and Risk in promoting a strong child-safe culture throughout the organisation and assists with the implementation of child safety standards, policies, procedures and education programs. The Branch Advisor Child Safety acts as a key point of contact for members seeking guidance on child safety matters and supports the continuous improvement of safeguarding practices to ensure Scouts WA remains a safe and supportive environment for all young people.	
ROLE RESPONSIBILITIES	
The Branch Advisor Child Safety is accountable to the Branch Commissioner Safety and Risk for: Child Safety Support	



- Promote a culture of child safety throughout Scouts WA.
- Provide advice and guidance on child safety and safeguarding matters.
- Support members to understand and implement child-safe practices.
- Assist in identifying emerging child safety risks and opportunities for improvement.
- Promote awareness of reporting obligations and safeguarding responsibilities.

Policy and Compliance

- Assist in the implementation and review of child safety policies, procedures and resources.
- Monitor compliance with child safety requirements and identify areas requiring improvement.
- Support organisational alignment with Scouts Australia and Scouts WA child safety requirements.
- Assist in maintaining contemporary child safety guidance materials.

Incident and Concern Management

- Provide advice regarding child safety concerns and reporting processes.
- Support members navigating organisational child safety procedures.
- Assist with incident reviews and information gathering when requested.
- Support the Incident Liaison Officer, Assistant Chief Commissioner or other authorised personnel during investigations where required.

Training and Education

- Develop and deliver child safety training and awareness programs.
- Support the development of educational resources for youth and adult members.
- Promote best practice safeguarding approaches throughout the organisation.
- Assist with the delivery of mandatory child safety education initiatives.

Member Support

- Respond to enquiries from Groups, Districts, Regions and individual members.
- Provide practical guidance and support relating to safeguarding and child protection matters.
- Support leaders in creating safe environments for young people.
- Promote confidence in organisational safeguarding processes.

Stakeholder Engagement

- Build positive relationships with internal and external stakeholders.
- Represent Scouts WA at approved meetings, events and forums.
- Support collaborative relationships across directorates and portfolios.

FUNCTIONS AND DUTIES

Administration

- Maintain records and documentation relevant to the portfolio.
- Contribute to reports and portfolio updates.
- Assist with the collection and analysis of child safety data and trends.
- Support grant applications, projects and initiatives where relevant.



Resource Development

- Develop and maintain child safety resources, templates and educational materials.
- Support the creation of practical tools to assist leaders and volunteers.
- Promote access to child safety resources throughout the organisation.

Training Delivery

- Coordinate and deliver child safety presentations, workshops and training sessions.
- Support onboarding and induction activities where appropriate.
- Encourage continuous learning and development in safeguarding practices.

Continuous Improvement

- Identify opportunities to strengthen child-safe practices.
- Assist in reviewing incidents, trends and organisational learning opportunities.
- Contribute to continuous improvement initiatives across Scouts WA.

AUTHORISATIONS AND DELEGATIONS

The Branch Advisor | Child Safety may:

- Provide advice and recommendations relating to child safety and safeguarding.
- Liaise with internal and external stakeholders regarding child safety matters.
- Deliver approved training, resources and educational activities.
- Participate in approved working groups and projects.
- Represent Scouts WA at approved meetings and forums.

The Branch Advisor | Child Safety does not have authority to:

- Commit Scouts WA to expenditure unless specifically delegated.
- Undertake disciplinary action.
- Conduct formal investigations independently.
- Amend policy or organisational procedures.
- Make determinations regarding child safety incidents.

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

PERSONAL ATTRIBUTES

Attitude

- Demonstrates a strong commitment to child safety and safeguarding.
- Promotes respectful, inclusive and safe behaviours.
- Acts with integrity, professionalism and sound judgement.
- Supports the values and principles of Scouting.

Skills

- Strong interpersonal and communication skills.



- Ability to engage effectively with young people and adults.
- Ability to manage sensitive information appropriately.
- Strong facilitation and training skills.
- Strong organisational and problem-solving skills.

Knowledge

- Understanding of child safety principles and safeguarding practices.
- Understanding of Scouts Australia Policies and Rules.
- Understanding of the Scout Program and volunteer environment.
- Knowledge of relevant child protection legislation and standards.

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.
- Commitment to ongoing learning and development in child safety.

Desirable

- Qualifications or experience in child safety, safeguarding, youth work, education, community services or a related field.
- Experience delivering training and workshops.
- Experience working with children and young people.
- Experience in volunteer organisations.

EXPERIENCES

- Experience supporting children, young people or volunteers.
- Experience working collaboratively with a range of stakeholders.
- Experience developing resources, programs or educational materials.
- Demonstrated commitment to creating safe environments for young people.

REQUIRED MEETINGS

- Safety, Environment and Wellbeing Team Meetings.
- Portfolio Meetings.
- Child Safety Working Groups.
- Training and Planning Meetings.
- Relevant National Forums and Working Groups.
- Scouts WA Annual General Meeting.

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

KEY PERFORMANCE INDICATORS



Performance may be assessed on the following:

- Number of child safety enquiries supported.
- Number of Groups, Districts and Regions assisted.
- Number of child safety training sessions delivered.
- Number of members participating in child safety training.
- Development and review of child safety resources.
- Contribution to policy and procedure reviews.
- Compliance improvements across the organisation.
- Positive stakeholder feedback regarding portfolio support.
- Contribution to a positive child-safe culture within Scouts WA.

ACCEPTANCE OF ROLE

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

Signed: _____ Date: _____