

Manager of the Activity Permit Scheme (MAPS)

Task List

Note – This is not a role in its own right as all the tasks within it are already happening under the present structure. The introduction of MAPS is simply to identify who is responsible for these tasks in each County / Area / Region (Scotland) within their current role.

Title:	Manager of the Activity Permit Scheme (MAPS)
Outline:	Managing and supporting the Adventurous Activity Permit Scheme for the County
Responsible to:	County Commissioner
Responsible for:	County Assessors

Relationships with:

- County Assessors
- County Commissioner
- District Commissioners
- Adults and young people applying for activity permits
- The UK Activities Team
- Other MAPS
- Assistant County Commissioners (Activities) – if different

Main Tasks:

- Identify and support potential County Assessors in taking up the role
- Carry out checks as to potential County Assessors suitability for the role
- Induct new County Assessors into their role
- Ensure a Training Adviser (TA) is appointed for all new County Assessors and that appropriate training is in place
- Provide continued support to County Assessors within their role
- Provide opportunities for assessors to shadow and work with different assessors and to meet and discuss previous assessments
- Manage the availability of permit assessments within the County
- Work with MAPS from others Counties to co-ordinate support and opportunities
- Support those applying for activity permits in finding the opportunities required
- Support DCs with their role within the activity permit scheme
- Ensure Continued Professional Development (CPD) opportunities and CPD for all County Assessors
- Carry out reviews of County Assessors when their appointments are up for review
- Carry out an annual moderation of the County permit scheme provision by the end of each January