

Role Description: MANAGER of the ACTIVITY PERMIT SCEME (Including NIGHTS AWAY PERMIT SCHEME)

Date: January 2019

**Outline:** To work in partnership with Deputy County Commissioner (Adult Development and Support) to manage, support and promote the Adventurous Activity Permit scheme within Norfolk including the Nights Away Permit scheme. To ensure support to leaders locally which is robust and well managed in all areas that can be moderated and documented.

**Responsible for:** County Assessors and County Advisers.

**Responsible to:** Deputy County Commissioner (Adult Development and Support)

**Main Contacts:** Deputy County Commissioner (Adult Development and Support), County Commissioner, County Assessors, County Advisers, District Commissioners, Adults and Young People applying for activity permits, UK Activities Team, other MAPS, Nights Away Assessors and Advisers

**Appointment Requirements:** To understand and accept The Scout Association’s policies, have a satisfactory disclosure check and to complete training modules and depending on experience training under Leadership and Management Modules as detailed in the Adult’s Personal File and The Scout Association’s Adult Training Scheme.

**Main tasks**

* To positively promoted adventurous activities as part of our balanced programme for all sections.
* Work with any adult to enthuse and encourage them to develop their own skills and competency
* Deliver County Plan actions assigned to the MAPS role.
* Identify and support potential County Assessors and Advisers in taking up role.
* Carry out checks as to potential County Assessors and Advisers suitability for the role.
* Induct new County Assessors and Advisers into their role.
* Ensure a Training Adviser is appointed for all new County Assessors/Advisers and that appropriate training is in place.
* Provide continued support to County Assessors/Advisers 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 other 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 ongoing development opportunities (CPD) for self and all County Assessors.
* Carry out reviews of County Assessors when appointment reviews due.
* Carry out annual moderation of the County permit scheme provision by end of January each year.
* Promote Nights Away Permit scheme throughout County to increase the availability of residential experiences for all young people.
* Liaise with District Nights Away Advisers to increase number of Nights Away Permit holders in Districts and Groups.

**Personal specification**

Any person appointed to this role should be a team player, who gets satisfaction from seeing a job well done and should have a can do attitude.

**Skills and Experience**

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| **Essential**  | **Desirable** |
| * Ability to understand technical requirements of Scout Permit Scheme and National Governing Body
* Passionate about seeing Young People enjoy adventure and activities.
* Ability to motivate others and work in a team
* Able to use basic IT packages (Microsoft Office etc.)
* Able to work to deadlines
* Able to be self-sufficient and make decisions
 | * Experience of project management techniques
* Previous experience of activity permits
* Experience creating reports and feedback techniques
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