

Role Description: Manager of the Activity Permit Scheme (MAPS)

Launch Date 27 August 2020

Closing Date for Applications 1 October 2020

Outline To work in partnership with Deputy County Commissioner (Programme) to manage, support and promote the Adventurous Activity Permit scheme within Norfolk.

To ensure support to leaders locally which is robust and well managed in all areas that can be moderated and documented.

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.
- 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.
- 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.
- 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.

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.

Abilities, Skills and Experience

Essential

- 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

Desirable

- Experience of project management techniques
- Previous experience of activity permits
- Experience creating reports and feedback techniques

Responsible for No direct reports.

Responsible to Deputy County Commissioner (Programme)

Main Contacts Deputy County Commissioner (Programme), County Commissioner, County Assessors, County Advisers, District Commissioners, Adults and Young People applying for activity permits, UK Activities Team, other MAPS.

Time and Resource Commitment MAPS is a key role to support volunteers across Norfolk in the understanding of the Scout Association activity permit scheme.

There will be some travel involved, but many aspects of the role can be completed at home. An average weekly commitment of three hours is anticipated, but workload and diaries are self-managed and flexible.

Appointment Requirements To understand and accept The Scout Association's policies, have a satisfactory disclosure check, Completion of Wood Badge, which includes the Leadership and Management Modules.
(as detailed in the Adult's Personal File and The Scout Association's Adult Training Scheme)