

## ***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.

|                         |   |
|-------------------------|---|
| <b>Title:</b>           | Manager of the Activity Permit Scheme (MAPS)                                  |
| <b>Outline:</b>         | Managing and supporting the Adventurous Activity Permit Scheme for the County |
| <b>Responsible to:</b>  | County Commissioner   |
| <b>Responsible for:</b> | County Assessors  |

### **Relationships with:**

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

### **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
- Recommend potential County Assessors to the County Executive
- 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
- Manage the availability of permit assessments within the County
- 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