**Scottish Adventure Activities Forum**

**Employment Opportunity**

**Adventure Activities Licensing Review Officer**

Work is currently underway to ensure that the Scottish Government can assume the responsibility for managing the regulations and legislation around young people and adventurous activities in Scotland. In advance of that happening, it is important that the outdoor sector has had the opportunity to consider and contribute to any changes that need to be made to the current UK regulations to make them more relevant to Scotland.

The Scottish Adventure Activities Forum (SAAF) has been asked by the Scottish Government to lead on the Review and provide informed opinion on how the regulations could be developed.

SAAF are currently seeking to recruit an Officer to assist them in this important piece of work.

## Job Outline

**Title:** Adventure Activities Licensing Review Officer

**Responsible to:** Chair of SAAF

**Responsible for:** No subordinates

**Works in close co-** SAAF Activities Licensing Working Group

**operation with** SAAF Members

Outdoor industry professionals

Outdoor industry bodies

AALA licence holders

Employers

Client groups

National Governing Body organisations

**Task Summary:**

* To support SAAF in facilitating the review.
* Set up discussion meetings in 4 areas of Scotland to inform the industry and sign post the on-line survey.
* Correspond and consult with industry professionals, industry bodies, AALA licence holders, employers, client groups and National Governing Body organisations, Sportscotland National Centres, AALS and HSE.
* Provide interim reports and assist in writing the final report.

**Main Activities:**

* Prepare briefing document summarising existing licence scheme for discussion.
* Create on-line surveys for on-line consultation.
* Prepare materials for meetings.
* Carry out interviews with as many interested parties as directed.
* Support area consultation meetings.
* Analyse results of the consultation meetings and interviews.
* Prepare a report outlining the key findings of the review
* Prepare a proposal based on the above findings of the review
* Prepare a risk analysis based on implementing the above proposal
* Support the delivery of an industry-wide conference to help identify key priorities

## Person Specification

Applicants will ideally be able to evidence the following:

* A knowledge and understanding of activity licensing
* A good knowledge of the outdoor industry
* Good communication skills both orally and in writing
* Competency in IT particularly Office applications
* The ability to work within set budgets
* Experience of consultation and online surveys
* Experience of report writing

Please provide CV and covering note marked, private and confidential, to Jane Campbell Morrison, Snowsport Scotland, Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh EH12 9DQ.

If you would like more information on this role, please contact Jane Campbell Morrison, chair of SAAF, on 0131 625 4410, or on 07900 804903, or by email: jcm@snowsportscotland.org.

Application closing date 17th October 2014, with interviews planned for 24th October 2014 at a mutually convenient venue.