

Job Description

Job Title:	Wildfowling Officer
Accountable To:	Head of Wildfowling
Team:	Wildfowling
Location:	Head Office / Regional Office

Our Vision

All BASC employees are expected to contribute to our vision:

“Fight for sustainable shooting and conservation of the countryside.”

Job Purpose

Wildfowling is a long standing and traditional recreation throughout the United Kingdom. BASC has 142 dedicated wildfowling clubs affiliated to it. Wildfowling in Britain has a very positive national and international reputation.

The post holder will:

Help organise and contribute to the wide range of skills that BASC has at its disposal to safeguard the future of sustainable wildfowling.

Work closely with wildfowling clubs to promote club development, with emphasis on club structure, recruitment, youth involvement, land purchase and management, and the development of Joint Councils of wildfowling clubs.

Facilitate two-way communication between the general membership, affiliated clubs, and head office, country and regional staff, BASC Council and the Wildfowling Committee about any issues facing wildfowling to ensure an appropriate response can be provided.

Principal Accountabilities

1. Providing an informed and specialist point of contact for wildfowlers, the wider shooting community, related conservation groups and other BASC staff.
2. To provide technical support to affiliated clubs, utilising and promoting the “Wildfowling Club Manual” to develop organisational structures, recruitment programmes, and procedures to comply with legislation that might affect them, e.g., protected site requirements, disciplinary, conservation and land management, planning, health and safety and child protection.
3. To assist BASC with the development of policy and strategy to help future proof sustainable wildfowling.

4. Responsible for the delivery of the departments core operational objectives, to include
 - Manage and communicate BASC's severe weather policy. Provide an informed and specialist point of contact for wildfowling, the wider shooting community, related conservation groups and other BASC staff.
 - Oversight of the biannual national wildfowling conference. To support colleagues with the organisation, promoting, attendance, and giving technical presentations.
 - Production of the annual Wildfowling Permit Scheme.
 - To continue to review and update BASC guidance and best practice documents, wildfowling club manual, wildfowling related codes of practice, internal and external briefing papers, and web content.
 - Oversight of the administration for the Lindisfarne Permit Scheme.
 - Helping promote the Wildlife Habitat Trusts, encourage support and revenue generation.
5. To assist in the drafting of public consultation responses that affect wildfowling.
6. To provide the secretariat support to the BASC Wildfowling Committee.
7. Leads with the promotion and delivery of the Green Shoots Mapping and Bag Recording system to wildfowling clubs and members.
8. Supporting colleagues with wildfowling consent, lease, and management plan workflows through regular club communication to gain up to date bag reports, mitigation measures, club rules and mapping etc.
9. To utilise internal working groups, to provide oversight and input on matters relating to wildfowling.
10. Together with country and English regional colleagues maintain regular contact with affiliated wildfowling clubs to build a positive rapport. By (but not limited to) attending conferences, Joint Council, and club meetings. Facilitating the creation of joint councils where appropriate.
11. To provide advice, content, and feature articles on wildfowling related matters for BASC's Communications department, including (but not limited to) the BASC magazine *Shooting and Conservation*, the BASC website, electronic newsletters, video and social media content.
12. To maintain regular contact with country and regional teams to increase understanding of the issues relating to wildfowling and to support regional colleagues at clubs, Joint Council, Shows, and Events.
13. Assisting clubs and members in conjunction with other team members to address issues and projects relating to wetland management, including land purchase, funding, land management and lease negotiations and wildfowling club involvement in local estuary management and conservation groups.
14. Undertaking any other tasks and projects as directed by the Head of Wildfowling.

Dimensions and Limits of Authority

- This position can be based at our Head Office, one of our regional offices, or home based where appropriate.
- This position will involve travel throughout the UK. Therefore, the post holder is required to hold a current clean driving licence and have recent driving experience.
- Working hours are 35.75 per week. There will be occasions when the post holder works additional hours, in which case any significant hours worked over 35.75 will be allowed as time off in lieu, subject to approval by their line manager.
- Salary will be within the current range applicable for the role, dependent upon experience, and will attract a range of benefits including pension and private medical insurance.
- This role will be subject to a DBS check.

General requirements

- Work diligently within the best of your ability to ensure you meet the requirements of your job description.
- Always seek to continuously improve so that the highest quality standards are achieved.
- Participate in internal/external meetings and training as required.
- Positively participate in one to ones and appraisals.
- Ensure that all relevant policies, procedures and working practices are adhered to at all times.
- Work in accordance with the Association's culture, values, aims and objectives.
- Act as a positive ambassador for the Association at all times when dealing with members or representing the Association in other ways.
- Positively contribute to the Association's team working environment, taking ownership of issues and supporting colleagues where appropriate.
- Be flexible and willing to undertake any other duties that may reasonably be required.

NB: This job description forms part of the contract of employment of the post holder. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, BASC may affect any necessary change in job content, or may require the post holder to undertake other duties, in consultation with the employee, provided that such changes are appropriate to the employee's remuneration and status.

I confirm that I have read and agree to carry out the duties and responsibilities contained in this job description.

Job Holder:

Name (Please print): _____

Signed: _____ Date: _____

Line Manager – I agree this job description is an accurate reflection of the duties and responsibilities of the role:

Name (Please print): _____

Signed: _____ Date: _____

Person Specification

Job Title: Wildfowling Officer		
Criteria	Essential or Desirable	Method of Identification
<p>Qualifications BTEC National Certificate/ONC Level, A Levels, Scottish Highers. (NVQ-3)</p>	Desirable	Application
Relevant degree or equivalent technical/vocational qualification.	Desirable	Application
Enthusiasm to undertake work-based training.	Desirable	Interview
<p>Proven Experience Experience of wildfowling.</p> <p>Ability / willingness to understand and communicate complex legislation to the general membership and internal staff where applicable.</p> <p>Experience of project management in the conservation, land management or coastal management environment.</p> <p>Experience of capturing information through targeted surveys.</p> <p>Database experience.</p> <p>GIS experience.</p> <p>Experience of talking to customers/members and understanding their requirements.</p> <p>Experience of public speaking.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>	<p>Application/interview</p> <p>Application/interview</p> <p>Application/interview</p> <p>Application/interview</p> <p>Application/interview</p> <p>Application/interview</p> <p>Application/interview</p> <p>Application/interview</p>
<p>Knowledge, Skills and Abilities Outstanding customer service skills.</p> <p>Aptitude for developing partnerships.</p> <p>Aptitude for negotiation and dialogue.</p> <p>Able to deal effectively with conflict scenarios. Able to work on own initiative to identify new opportunities.</p> <p>Time management, able to prioritise and achieve deadlines.</p> <p>Excellent verbal and written communication skills.</p> <p>Problem solving skills.</p> <p>Expertise in wildfowling issues gained through personal hands-on experience.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview/practical assessment</p>

<p>Multi-tasking ability.</p> <p>Understanding and support of the aims and objectives of the BASC and member requirements.</p>	<p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p>
<p>Other Attributes</p> <p>Excellent team player.</p> <p>Able to work flexibly.</p> <p>Enthusiastic and approachable.</p> <p>Able to work positively within the spirit of BASC's vision and core values.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>