



Job Description

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| Job Title: | Country Officer (Scotland) |
| Accountable To: | Director (Scotland) |
| Team: | Scotland |
| Location: | Scotland Office/Home-based |

Our Vision

All BASC employees are expected to contribute to our vision:

To ensure a guaranteed future for sustainable shooting sports in all their diversity as a widely enjoyed and important part of the environment, economy and culture.

Job Purpose

Under the Director, responsible for the day to day management of a programme of projects and activities in Scotland as well as some volunteers and contractors. Take responsibility for the following key service areas:

- Membership Development
- Representing BASC/Customer Service
- General Duties While Promoting BASC

Principal Accountabilities

The post holder's responsibilities are front line and public facing together with related back-office, reporting and administrative functions, principally concerned with:

1. Membership Development Programme

- a) Deliver the programme including:
 - i. Carry out projects and activities encouraging membership retention and recruitment.
 - ii. Build relations with BASC affiliated clubs, syndicates and trade members.
 - iii. Organise and supervise membership days and events, encourage new entrants from a wide and diverse population and promote game as healthy food through Taste of Game activities.
 - iv. Identify and pursue other innovative membership engagement opportunities.
- b) Maintain regular contact with affiliated clubs, syndicates and other shooting groups.
- c) Promote the sale of Association products [e.g. retail sales items, the Wildlife Habitat Conservation stamp and voluntary insurance products].
- d) Coordinate with head office to facilitate access to and delivery of training courses, resources and activities.

2. Representing BASC/Customer Service

- a) Helping to provide a one-stop-shop for responding to enquiries and where necessary signposting to the appropriate person at Head Office or other regional or country centre.
- b) Enquiries will include those relating to firearms licensing in Scotland.
- c) Take responsibility for any game keeping issues which may arise, when required, including training courses.
- d) Taking some responsibility for deer management issues, including training courses.
- e) From time to time providing a point of contact for public media and identifying stories for publication in liaison with the Head Office Communications team.
- f) Ensuring all relevant administrative and financial management tasks are carried out to a high standard.
- g) Attending meetings at the country centre, at Head Office or elsewhere, as appropriate.
- h) Undertaking other duties as reasonably requested by the country director.

Dimensions and Limits of Authority

- While the role can be homebased and operates across the whole of Scotland there will be regular meetings at BASC Scotland and the employee will need to be based within a suitable commute to BASC Scotland. Therefore, the post holder is required to hold a current clean driving licence and have recent driving experience.
- The core hours are 35.75 per week. The post holder will be expected to work outside of these hours, in the evening and at weekends, to fulfil their duties. Any significant hours worked over and above the 35.75 hours will be allowed off as time in lieu subject to the normal approval process.
- Salary will be within the current range applicable for the role, dependent upon experience, and will be augmented by pension and other benefits associated with a progressive organisation.
- The post holder is required to work with small groups of children and therefore an enhanced DBS disclosure is required.

General requirements

- Participate in internal/external meetings including representing and supporting members during Police interviews where firearms are involved
- Support members and external agencies by providing legal advice on firearms, land management and country sports matters
- Develop and provide training for membership and external agencies, as well as attending training courses as required
- 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
- 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 be 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: Country Officer (Scotland) | | |
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| Criteria | Essential or Desirable | Method of Identification |
| Qualifications | | |
| Degree or equivalent qualification | Desirable | Application |
| Land based or conservation qualification | Desirable | Application |
| Proven Experience | | |
| Experience of countryside skills such as game keeping, deer management, practical conservation and biodiversity as well shooting disciplines | Essential | Application |
| Experience of working in the voluntary/and or rural sector | Desirable | Application |
| Significant experience and personal involvement in at least one aspect of sporting shooting | Essential | Application/interview |
| Experience of firearms licensing in Scotland | Desirable | Application/interview |
| Experience of deer management in Scotland | Desirable | Application/interview |
| Experience of providing a high standard of service to customers, ideally in a similar environment | Essential | Application/interview |
| Experience of public speaking | Essential | Application/interview |
| Experience of dealing with media enquiries | Desirable | Application/interview |
| Knowledge, Skills and Abilities | | |
| Outstanding customer service skills | Essential | Interview |
| Professional and friendly approach | Essential | Interview |
| Highly developed written and oral communication skills | Essential | Interview |
| Analytical skills | Essential | Interview |
| Ability to demonstrate sound judgement on sometimes complex and sensitive issues | Essential | Interview |
| Able to work effectively under pressure | Essential | Interview |

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| Self-motivated – able to work independently and deliver results | Essential | Interview |
| Able to motivate and team and delegate effectively | Essential | Interview |
| Sound knowledge of safety and security guidelines regarding firearms | Desirable | Interview |
| Able to conduct risk assessments | Essential | Interview |
| IT literate | | Interview |
| Other Attributes | | |
| Excellent team leader and motivator | Essential | Interview |
| Able to work flexibly | Essential | Interview |
| Enthusiastic and approachable | Essential | Interview |
| Able to work positively within the spirit of BASC's vision and core values | Essential | Interview |