



## Job Description

<b>Job Title:</b>	Political Officer Wales (Part Time)
<b>Accountable To:</b>	Executive Director of Communications & Public Affairs
<b>Team:</b>	Communications
<b>Location:</b>	Home based in the relevant country or region

### 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.**

### Our Values

Our vision is supported by a set of core values which are being developed with our employees. The core values will define the standards and behaviours which are expected of all employees and all employees will be expected to work within the spirit of them.

### Job Purpose

Assist the Executive Director of Communications & Public Affairs and the Political Affairs Manager whilst working alongside national and country/regional directors and officers, to educate and inform parliamentarians, prospective candidates, local politicians and opinion formers about shooting sports and forge relationships between them and BASC clubs, syndicates and members. This post covers the country of Wales.

### Principal Accountabilities

1. Assist in implementing BASC's political relations programme in the relevant country or region under the direction of the Executive Director of Communications & Public Affairs and in association with the Political Affairs Manager and relevant BASC country or regional director and team.
2. Present the positive messages of shooting sports in general and BASC in particular to country and regional parliamentarians, prospective parliamentary candidates, local politicians and opinion formers.
3. Liaise with country and/or regional teams of other country sports organisations, governmental and non-governmental organisations, as well as political party structures in the relevant country and region.
4. Develop and implement a political contact programme for the relevant country or region.
5. Forge links between BASC clubs, syndicates and trade members with country or regional parliamentarians, prospective parliamentary candidates, local politicians and

opinion formers to ensure that the latter are well briefed and supportive of shooting sports.

6. In liaison with BASC head office teams, produce briefing documents on shooting related issues for country and regional parliamentarians, prospective parliamentary candidates, local politicians and opinion formers.
7. Maintain a database of country and regional political contacts.
8. Review relevant information produced by the BASC monitoring services and recommend action as appropriate.
9. Identify key country and regional political contacts and others to be briefed, individually or in groups, arranging and participating in suitable meetings.
10. Build and maintain relationships with key political players and opinion formers in the relevant country or region.
11. Assist with the programme of introducing key political contacts to shooting and BASC's work in conservation where appropriate.
12. Assist with BASC's party conference programme where a conference is held in the respective country or region.
13. Where relevant, co-operate with the country in their relations with devolved legislative assemblies.
14. Contribute to BASC publications on BASC political activities as appropriate.

### **Dimensions and Limits of Authority**

- Fixed Term Contract of up to two years.
- Flexible location within the country and region.
- The position will involve travel throughout the relevant country and region. The post holder is required to hold a current clean driving licence and have recent driving experience.
- Working hours are (two days a week to be decided in consultation with the Executive Director Communications & Public Affairs and the relevant national or regional director). There may be occasions when the post holder works additional hours, in which case any significant hours worked above 15 will be allowed as time off in lieu, subject to approval by their line manager.
- Salary will be pro-rata 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.
- This role may be subject to a DBS check depending on your responsibilities.

### **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 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

<b>Job Title: Political Officer Wales</b>		
<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Method of Identification</b>
<b>Qualifications</b> Degree or equivalent professional qualification	Desirable	Application
<b>Proven Experience</b> 2 years' experience in political affairs work	Essential	Application
Experience in a similar organisation	Desirable	Application/interview
Experience of representing causes to politicians and government backed by understanding of Westminster and Whitehall	Desirable	Application/interview
Experience of building effective partnerships with politicians	Essential	Application/interview
Experience with bodies connected with agro environment and rural development	Desirable	Application/interview
<b>Knowledge, Skills and Abilities</b> Results driven yet collaborative approach	Essential	Interview
Thorough understanding of national, and international legislative processes linked to sporting shooting	Desirable	Interview
Aptitude for political engagement	Essential	Interview
Focussed and output driven	Essential	Interview
Knowledge of shooting and conservation terminology	Desirable	Interview
Good communication, diplomacy and negotiating skills, especially when working with politicians	Essential	Interview
Problem solving skills – able to work on own initiative	Essential	Interview
Computer literacy	Essential	Interview
Excellent report and paper writing skills	Desirable	Interview
Sound judgement, initiative and sustained drive	Essential	Interview

Able to work as an excellent ambassador for BASC.	Essential	Interview
<b>Other Attributes</b>		
Excellent team player	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