

Job Description

Job Title:	Regional Director (Eastern England)
Accountable To:	Director (England)
Team:	Eastern England
Location:	Eastern England Office

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

Day-to-day leadership and management of a team of regional officers, operations coordinator, volunteers and contractors to ensure the highest standards of service delivery in accordance with BASC's vision and business objectives.

Co-ordinate extensively with BASC colleagues, members, clubs, syndicates, commercial partners, sponsors, donors and government and non-government bodies/agencies.

Principal Accountabilities

1. Provide strong leadership, motivation, line management and career development to the team including volunteers, contracted service providers and joint venture partners, to ensure that BASC's reputation is enhanced and that it retains a high profile and robust presence in the region.
2. Agree and implement operational targets, strategic and budgetary, with the Director England and effect any changes as and when necessary. Take responsibility for the successful implementation of the regional elements within the BASC Strategy for Shooting and Conservation.
3. Develop and implement programmes, including shows, and events, such as game fairs, concentrating on the priority objectives of representation, recruitment and retention of members.
4. Increase the profile of the Association in the media, with the general public and numerous governmental, regional, and non-governmental bodies.
5. Ensure that Head Office teams are aware of events occurring in the region and co-ordinate the BASC regional response to unexpected events and emergencies with appropriate Head Office teams and Regional Partners.
6. Act as a focus in the region for providing a response to political and press activity or other threats to shooting.
7. Develop relationships with key stakeholders and Regional Government offices to promote and support shooting's role in respect of biodiversity and rural socioeconomic activity.

8. Develop relationships with MPs and MEPs and councillors and encourage members to do likewise, providing where appropriate, support on topical issues, and reporting feedback to the Public Affairs team at Head Office.
9. Advise, assist and respond, often practically, to queries from BASC members, the general public, the media and others on shooting and conservation related aspects. Seek advice from the appropriate department at the Head Office where necessary.
10. When appropriate or requested, acting as a mediator and / or specialist advisor.
11. Identify and exploit regional media opportunities, acting as a spokesperson for the Association - or help the media team to place "speaking heads" and exploit all realistic opportunities. Take responsibility for facilitating contributions in the form of television and radio interviews and presentations representing and promoting BASC and shooting sports.
12. Contribute to and coordinate the provision of content for Shooting and Conservation magazine and the regional web page that informs on the regions' work programmes and how members can support the association's activities. Manage the use of regional social media activity in line with policy.
13. Maintain a network of contacts with clubs, syndicates, trade and other members to foster good relations, encourage recruitment, commitment and support to BASC's core objectives
14. Set up informal or formal regional networks of volunteers that support the regional operation in terms of enthusiasm, committed expertise, and the organisation of social and fundraising events.
15. Provide regular opportunities for consultation with staff at all times and, more specifically, ensuring that performance appraisals are undertaken on a regular basis.
16. Establish upcoming priorities with team members, ensuring that realistic plans are agreed subject to human, financial and other resource constraints and ensure that services are delivered in a professional manner.
17. Develop and implement commercial and sponsorship activities.
18. Develop and implement fundraising activities to grow income.
19. Ensure the application of the Association's health and safety policy and specifically to be responsible for implementation at all regional events.
20. Manage the day to day running of the regional centre, ensuring the Association's locations provide a cost effective, efficient, safe and secure operational base that also presents a positive image to members, sponsors and visitors.
21. Ensure that all the Association's regional assets and equipment are safeguarded and kept in good order.
22. Ensure all relevant administrative and financial management tasks are carried out to a high standard.
23. Take responsibility for safeguarding all cash taken at shows and events in the region.

Dimensions and Limits of Authority

- The post is based at the Eastern England Regional office and will involve considerable travel throughout the region and occasionally the UK. Therefore, the post holder is required to hold a current clean driving licence and have recent driving experience.
- Working hours are 35 $\frac{3}{4}$ per week. There may be occasions when the post holder works additional hours, in which case any significant hours worked over 35 $\frac{3}{4}$ will be allowed as time off in lieu, subject to approval by their line manager.
- This role will 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

Post: Regional Director (Eastern England)		
Criteria	Essential or Desirable	Method of Identification
Qualifications:		
BTEC National Certificate/ONC Level, A Levels, Scottish Highers. (NVQ-3)	Essential	Application
Degree or equivalent qualification	Desirable	Application
Relevant land based qualification (experience will compensate)	Desirable	Application
First Aid Certificate	Essential	Willing to undertake
Proven Experience:		
At least 3 years' senior relevant experience within a professional, customer focussed service delivery environment	Essential	Application
Demonstrable record of success at senior level in game /land management	Essential	Application/interview
Experience of developing and implementing complex programmes to meet business targets on time and within budget	Essential	Application/interview
Experience of working closely with Boards, advising and guiding robust decision making	Essential	Application/interview
Experience of representing an organisation at a senior level with key stakeholders	Essential	Application/interview
Experience of working with the media	Essential	Application/interview
Personal shooting experience	Essential	Application/interview
Business and commercial experience	Desirable	Application/interview
Working in or with the voluntary and/or agricultural sector	Desirable	Application/interview

<p>Knowledge, Skills and Abilities:</p> <p>Ability to work collaboratively as an effective member of a senior team and contribute to strategy development</p> <p>Excellent organisational skills and ability to prioritise multiple tasks</p> <p>Strategic thinking and developing new ideas into action</p> <p>Excellent communication, advocacy and networking skills</p> <p>Strong leadership skills</p> <p>Able to understand complex issues and impart to others in an understandable way</p> <p>Sound judgement and decision-making skills</p> <p>Knowledge of a wide range of countryside skills – e.g. game keeping, conservation, firearms, shooting disciplines</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>Application Form/interview</p> <p>Application Form/interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p>Other Attributes:</p> <p>Fully supportive of the vision and values of BASC</p> <p>An excellent ambassador and spokesperson for the Association – passionate about its work</p>	<p>Essential</p> <p>Essential</p>	<p>Application Form/interview</p> <p>Interview</p>