



Job Description

Job Title:	Political and Press Officer (Scotland)
Accountable To:	Director Scotland
Team:	Scotland
Location:	BASC Scotland

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 Director Scotland while working alongside other BASC teams, to educate and inform parliamentarians, including prospective candidates, about shooting sports in Scotland and forge relationships between them and BASC clubs, syndicates and members.

Responsible for liaising with media, head office departments and Director Scotland to ensure all key events receive maximum coverage in social media and press.

Principal Accountabilities

1. Assist in implementing BASC's political relations programme in Scotland under the direction of the Director Scotland and in association with BASC's Scottish Committee and relevant BASC teams.
2. Present the positive messages of shooting sports in general and BASC in particular to Scottish parliamentarians and prospective parliamentary candidates
3. Liaise with other country sports organisations, governmental and non-governmental organisations, as well as political party structures in Scotland.
4. Develop and implement a political contact programme for Scotland.
5. Forge links between BASC clubs, syndicates and trade members with Scottish parliamentarians and prospective parliamentary candidates 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 Scottish parliamentarians and prospective parliamentary candidates.

7. Make analytical and strategic responses to a wide range of relevant public consultations.
8. Maintain a database of Scottish political contacts.
9. Review relevant information produced by the BASC monitoring services and recommend action as appropriate.
10. Identify key Scottish political contacts and others to be briefed, individually or in groups, arranging and participating in suitable meetings.
11. Build and maintain relationships with key political players and opinion formers in Scotland.
12. Assist with the programme of introducing key political contacts to shooting and BASC's work in conservation where appropriate.
13. Assist with BASC's party conference programme in Scotland.
14. Contribute to BASC publications on BASC political activities as appropriate.
15. Responsible for liaising with media ensuring the Director of Communications and Public Affairs and Deputy Director of Communications and Public Affairs are informed.
16. Ensure key events receive maximum coverage on social media and press.

Dimensions and Limits of Authority

- Ideally, the position will be based at BASC Scotland, Trochry, Perthshire. Some flexibility will be considered.
- The position will involve travel throughout Scotland and possibly other parts of the UK. The post holder is required to hold a current clean driving licence and have recent driving experience.
- Working hours are 9.00am to 5.15pm Monday to Thursday and 9.00am to 4.45pm on Friday, with one hour for lunch giving a working week of 35 ¾ hours.
- There may be occasions when the post holder works additional hours, in which case any significant hours worked above 35 ¾ 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 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

Job Title: Political and Press Officer (Scotland)		
Criteria	Essential or Desirable	Method of Identification
Qualifications Degree or equivalent professional qualification	Desirable	Application
Proven Experience 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 Holyrood and parliamentary processes	Desirable	Application/interview
Experience of building effective partnerships with politicians	Essential	Application/interview
Experience with bodies connected with agri environment and rural development	Desirable	Application/interview
Knowledge, Skills and Abilities 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
Excellent knowledge of MS Office	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
Other Attributes		
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