



Job Description

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| Job Title: | Trainee Game and Gundogs Officer |
| Accountable To: | Head of Game and Gundogs |
| Team: | Operations – Land Management |
| Location: | Head 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.

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

To assist the Game and Gundogs Team in providing an informed and specialist point of contact in relation to gamekeeping and gundog matters and delivery of services to members and others.

Principal Accountabilities

1. Assist with general administrative duties for the Game and Gundog team.
2. Assist with the preparation, organisation, promotion and delivery of other specific events and work areas including, gundog program and events.
3. Research information on issues of importance to members, prepare guidance notes and updates for webpages and social media. There is an opportunity to develop writing skills by providing copy for BASC's in house magazine.
4. Work with team members to provide an informed and specialist point of contact for public bodies and relevant stakeholders, BASC members, gamekeepers and game shooters, the wider shooting and rural communities, and BASC staff in relation to game shooting, game keeping, gundogs and associated areas.
5. Respond to appropriate enquiries from members and others.
6. Assist with the development and delivery of the BASC gundog programme of activities.

7. Undertaking other tasks and projects as reasonably directed by the Head of Game and Gundogs.

Dimensions and Limits of Authority

This role will provide an individual with the opportunity to learn and develop whilst assisting with the delivery of service to members of the Game and Gundogs team.

This post is for a fixed term of 12 months from commencement.

The core hours of business 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 $\frac{3}{4}$ hours. 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 $\frac{3}{4}$ hours per week 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 attract a range of benefits including pension and private medical insurance.

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: Trainee Game and Gundogs Officer | | |
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| Criteria | Essential or Desirable | Method of Identification |
| <p>Qualifications Good standard of education</p> <p>Game Keeping and or wildlife/countryside management related qualification or working towards completing one.</p> | <p>Essential</p> <p>Desirable</p> | <p>Application</p> <p>Application</p> |
| <p>Proven Experience Significant personal involvement with shooting sports with knowledge and experience of countryside skills such as game shooting, game keeping, gundogs or an associated activity.</p> <p>Experience of providing a high standard of service to customers</p> | <p>Essential</p> <p>Desirable</p> | <p>Application</p> <p>Application/interview</p> |
| <p>Knowledge, Skills and Abilities</p> <p>Professional and friendly approach</p> <p>Empathy and passion for shooting, game and countryside management</p> <p>Time management, able to prioritise and achieve deadlines</p> <p>Good communication and customer service</p> <p>Planning and organising skills</p> <p>Able to work effectively under pressure</p> <p>IT and web literate</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>Application/interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> |

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| 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 | Application/interview |