



Job Description

Job Title:	Regional Officer (Eastern England)
Accountable To:	Regional Director
Team:	Eastern England
Location:	Eastern England Office/Home Based (Essex, Suffolk and South Cambridgeshire)

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

Day to day management and delivery of a programme of projects and activities within the region with a focus on Membership Development; the Regional Green Shoots Conservation Project and the general promotion of BASC in the region. Ensure BASC is represented to the highest standards at all times.

Principal Accountabilities

1. Membership Development Programme

- a) Including the following -
 - I. Plan and deliver projects and activities encouraging membership retention and recruitment.
 - II. Build and maintain relations with BASC affiliated clubs and syndicates and trade members,
 - III. Organisation and delivery of a program of membership events, including *Young Shots* and *Lady Shots*, promoting game as healthy food through Taste of Game activities and other events.
 - IV. Proactively pursuing other membership engagement opportunities.
- b) Manage, maintain and develop a network of volunteers to assist in the delivery of events and activities.
- c) Maintain regular contact with affiliated clubs, syndicates and other shooting groups.

- d) Manage and maintain relationships with external stakeholders such as Police Licensing and rural crime teams, Natural England, Environment Agency and NGOs.
- e) Promote the sale of Association products [e.g. retail sales items, the Wildlife Habitat Conservation stamp, and voluntary insurance products].
- f) Coordination with sporting services to facilitate access to training courses, resources and activities. Utilise external contacts to develop venue portfolio for events and training.

2. Green Shoots Programme

- a) Develop and manage initially one regional Green Shoots project which will help achieve specific targets set within local and regional biodiversity strategies.
- b) Develop and train a network of volunteers to undertake the delivery of green shoots projects. Maintaining regular contact and oversight of project work, reporting back to external partners.

3. General duties

- a) Engaging the general public to normalise shooting sports and game as food. Including engagement with school and youth groups such as Scouts and YFCs.
- b) Help to provide a one-stop-shop for responding to enquiries and where necessary sign-posting to the appropriate person at Head Office or other regional or country centre.
- c) From time to time provide a point of contact for public media and identifying stories for publication in liaison with the Head Office Communications team in doing so.
- d) Ensure all relevant administrative and financial management tasks are carried out to a high standard and in compliance with regulatory standards such as those imposed by the FCA. Role includes responsibility for taking customer payments and handing cash.
- e) Attend meetings at the regional centre, at Head Office or elsewhere, as appropriate.

Dimensions and Limits of Authority

- The post holder will be home based (Ideally based in Essex, Suffolk or South Cambridgeshire) and will involve extensive travel throughout the region. 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.
- 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 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: _____



The British Association for Shooting & Conservation

Person Specification

Post: Regional Officer (Eastern England)		
Criteria	Essential or Desirable	Method of Identification
Qualifications:		
BTEC National Certificate/ONC Level, A Levels, Scottish Highers. (NVQ-3)	Essential	Application
Relevant land based qualification (experience will compensate)	Desirable	Application
First Aid Certificate	Desirable	Application
Proven Experience:		
Relevant experience within a professional, customer focussed service delivery environment	Essential	Application
Demonstrable experience in countryside skills such as game keeping, practical conservation, biodiversity, guns and shooting disciplines	Essential	Application/interview
Experience of developing and implementing projects to meet business targets on time and within budget	Essential	Application/interview
Experience of representing an organisation with members/customers and other key stakeholders	Essential	Application/interview
Shotgun Certificate	Essential	Application/interview
Personal shooting experience	Essential	Application/interview
Working in or with the voluntary and/or agricultural sector	Desirable	Application/interview

Knowledge, Skills and Abilities:		
Analytical skills, ability to demonstrate sound judgement on complex and sensitive issues	Essential	Interview
Excellent organisational skills and ability to prioritise multiple tasks	Essential	Interview
Excellent written and verbal communication skills	Essential	Interview
Enthusiasm, commitment and responsiveness for the needs of the role	Essential	Application Form/interview
Able to understand complex issues and impart to others in an understandable way	Essential	Application Form/interview
Practical aptitude and attention to detail on routine tasks	Essential	Interview
Knowledge of a wide range of countryside skills – e.g. game keeping, conservation, firearms, shooting disciplines	Essential	Interview
Able to motivate volunteers	Essential	Interview
Other Attributes:		
Fully supportive of the vision and values of BASC	Essential	Application Form/interview
An excellent ambassador and spokesperson for the Association – passionate about its work	Essential	Interview