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**Job purpose and key accountabilities**

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| **Job title** | Regional officer South-east (Oxfordshire, Buckinghamshire, Middlesex) |
| **Purpose of role** | Day to day management and delivery of a programme of projects and  activities within the region with a focus on membership development and recruitment; this is to include regional conservation objectives and the general promotion of The British Association for Shooting and Conservation (BASC) in the region. Ensure BASC is represented to the highest standards at all times. |
| **Directorate** | Shooting and operations |
| **Reporting line** | Regional director South-east |

**Our vision**

As the largest shooting organisation in Great Britain and Northern Ireland, BASC constantly strives to fight for sustainable shooting and conservation of the countryside.

* To promote and protect sporting shooting and advocate its conservation role throughout the United Kingdom of Great Britain and Northern Ireland.
* To represent members’ interests by providing an effective and unified voice for sustainable shooting sports.
* To benefit the community by providing education, promoting scientific research and advocating best practice in firearms licensing, habitat conservation, and wildlife and game management.
* [To promote the benefits of game as food.](https://www.eatgame.co.uk/)

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| **Experience** | **Essential skills, knowledge and achievements** |
| **Plan and deliver projects**  **Delivery of membership recruitment & retention**  **Customer service** | Build and maintain relations with BASC affiliated clubs, syndicates and trade members.  Organisation and delivery of a program of membership events, including ‘Young Shot’ activity days, membership evenings, pop-up events and gundog activities.  Engage with regional shoots, gamekeepers and shoot syndicates to build an ongoing dialogue – through shoot briefings, discussing key sector issues, such as game bird release, general licences, trapping, conservation and sustainable shooting.  Promoting game as a healthy and sustainable food source through activities and other events, ensuring food hygiene standards and training are adhered to.  Attend education and outreach events which are part of BASC’s *#BASCtoschools* program. This also includes running Young Shot activity days and events.  Manage, maintain and develop a network of volunteers to assist in the delivery of events and activities.  Deliver and support regional attendance at shows and events, such as clay shoots, country shows and trade events.  Help to provide a one-stop-shop for responding to enquiries and, where necessary, signposting to the appropriate person at BASC’s head office or regional or country centres. |
| **Deliver on practical conservation objectives** | Maintain regular contact and oversight of project work, such as wetland, woodland and cover crops, reporting back to internal and external partners.  Primarily, promote awareness of associated conservation projects and activities to clubs and syndicates - but also promote other events and activities. |
| **Working partnerships** | Manage and maintain relationships with external stakeholders such as police licensing and rural crime teams, Natural England, Environment Agency and other key stakeholders in region.  Work with our training and education team to support and facilitate BASC training courses. Use external contacts to develop venue portfolio for events and training.  Engage the general public to normalise shooting sports and game as food; including engagement with school and youth groups such as Scouts and Young Farmers clubs.  From time to time provide a point of contact for public media and identify stories for publication in liaison with the head office communications team. |
| **Administration** | Good administrative and financial management skills are to be carried out to a high standard and in compliance with regulatory standards such as those imposed by the Financial Conduct Authority.  Good knowledge and operational skills of Word, Excel, Teams, Forms, etc.  Role includes responsibility for taking customer payments and handing cash.  Attend meetings at the regional centre, at head office or elsewhere, as appropriate. |

**General requirements**

BASC head office is based in Marford Mill, Rossett, north Wales, with country and regional offices across the UK.

We have an agile working approach, with our core hours being between 8.30 – 5.30 Monday – Friday. We do expect some weekend and out-of-hours working to support our membership engagement. Your working hours are stated in your contract of employment.

You are expected to be flexible and agile and be willing to undertake any other duties that may reasonably be required.

All our employees must always act as positive ambassadors for the association when dealing with members or representing the association in other ways.

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| **Essential requirements for role** |  |
| Driving Licence | YES |
| DBS Check | YES |
| Firearms Certificate | NO |
| Shotgun Certificate | YES |