



JOB DESCRIPTION

Job Element	Detail
Job Title	Armourer
Reporting to	Senior Armourer
Department	Range Services
Hours of work	5 days in 7 consisting of 40 hours per week as part of a rota
Proposed Salary	£28 - £32K
Main Purpose of Role	<ul style="list-style-type: none"> - The correct storage, inspection, safety, issue and receipt of NRA firearms/ammunition and maintenance of associated records. - Provision of expertise and assistance with the NRA retail emporium.
Primary Responsibilities	<p>Administration:</p> <ul style="list-style-type: none"> • Maintenance of accurate records of firearm receipt, issue, inspection and maintenance in accordance with current legislation utilizing the designated IT application (CHIPs) and RFD Register. • Reaction, recording and reporting of range incidents involving firearms • General stock management, sales and purchasing associated with the NSC retail emporium. <p>Stock:</p> <ul style="list-style-type: none"> • Ammunition stock management and purchase in support of shooting and competitions in accordance with current legislation. • Conduct weekly firearm and ammunition stock checks and assist with quarterly stock checks. <p>Routine:</p> <ul style="list-style-type: none"> • Routine maintenance and repair of NSC owned firearms, including fault reporting. • Preparation of firearms for issue including before and after use inspection. • Management of firearms hire procedure. • Ensure safe and suitable storage of NSC firearms • Maintaining correct records of ammunition, component and powder sales and receipt, utilizing the designated IT application (Dimensions), in accordance with current legislation. • Issue and receipt of Firearms ensuring all firearms received into the Armoury are in a safe state. • Ensure safe and suitable storage of NSC and firearms, complying with the terms and conditions • Distribution and management of ammunition during major competitions <p>Website management:</p> <ul style="list-style-type: none"> • Updating relevant Armoury website pages e.g. Stock prices • Creating social media posts for offers
Secondary Responsibilities	<ul style="list-style-type: none"> • Assisting with Range management and maintenance of shooter discipline. • Provide specialist assistance and advice to the Shooters' Reception.

	<ul style="list-style-type: none"> • Ensuring satisfactory customer service is maintained on all issues relating to firearms and ammunition. • Provide/coordinate initial response to range incidents and produce a detailed written report with photographs.
Preferred skills and experience	<ul style="list-style-type: none"> • Military Armourer • Helston Armourer Course • Firearm knowledge • COSHH • Risk Assessment • NRA Probationary training • NRA RCO • Retail and Customer Service
Personal Attributes	<ul style="list-style-type: none"> • Attention to detail • Numeracy • Honesty and integrity • Initiative • Pro-active

This Job Description is current at this date and is a guide to the work you will be required to undertake. In consultation with the post holder, it may be changed from time to time to meet changing circumstances. Where necessary, training will be provided.