



## **CCRS COMPETITIONS OFFICER JOB DESCRIPTION AND PERSON SPECIFICATION**

### **BACKGROUND**

1. CCRS was formed in 1969 and is based at Bisley. Its purpose is to support the development of young people through promoting and organising competitive shooting across the five UK MoD-sponsored Cadet Forces - the Combined Cadet Force (CCF), the Sea Cadet Corps (SCC), the Volunteer Cadet Corps (VCC), the Army Cadet Force (ACF) and the Royal Air Force Air Cadets (RAFAC). The charity is grant-funded by the Ministry of Defence (MoD) and also works closely with the shooting National Governing Bodies (NGB), including the National Rifle Association (NRA), the National Small-bore Rifle Association (NSRA), the Clay Pidgeon Shooting Association (CPSA) and British Shooting.
2. CCRS delivers higher end shooting for the Cadet Forces and organises national finals in the disciplines of Air Rifle, Target Sprint, Clay Target, .22 Rimfire, and 5.56mm (full-bore). The charity is also responsible for the generation and fielding of national Cadet Force rifle teams in national and international competition, as well as providing support and advice to various national bodies.
3. CCRS comprises a volunteer Board of Trustees; a permanent, employed Secretariat of General Secretary, Shooting Manager, Competitions Officer and Administrative Officer; and a sizeable adult volunteer contingent. The General Secretary is responsible to the Board for the efficient and effective operation of the charity.

### **THE ROLE**

4. CCRS is recognised as the cadet target rifle shooting subject matter expert by the MoD, its major stakeholder, and others. The role of the Competitions Officer is to work with the Shooting Manager, who has overall responsibility for the planning and delivery of CCRS-sponsored shooting, to ensure the efficient planning, organisation and execution of all CCRS shooting activities throughout the year. Additional responsibilities may be directed by the General Secretary.

### **TASKS**

5. **Central shooting meetings/competitions.** With the Shooting Manager, plan, organise and oversee competitions and events in all mandated shooting disciplines between March and October inclusive annually.
6. **Non-central shooting meetings/competitions.** Direct responsibility for planning, organising and overseeing the conduct of all postal competitions, including Single Service Small-bore 100.
7. **Courses, conferences and meetings.** Support the General Secretary and Shooting Manager to plan and support adult one or two adult coaching courses annually; assist as required in facilitating or acting as secretary to various conferences, committees and meetings.
8. **International activities.** Contribute to the planning and conduct of training and selection exercises for UK international teams.

9. **Data input.** Ensure that all competitions, events and training are recorded as required on the MoD's WESTMINSTER and BADER (through HQ RAFAC) databases.
10. **Rifles and Ammunition.** Assist as required in the management and control of rifles or ammunition in line with relevant national and /or MOD policy.
11. **Equipment.** Maintain detailed inventories of shooting items, computer equipment, office and Simon Fraser room furniture and miscellaneous range stores.
12. **Transport.** Submit transport bookings as required for competitions. Prepare drivers' information packs. Oversee receipt, issue and return of vehicles.
13. **Trophies.** Control and manage all CCRS trophies.
14. **Communications.** Responsible for managing website and social media communications.

## PERSON SPECIFICATION

KEY ATTRIBUTES
<b>Integrity.</b> Be of excellent character, with a strong commitment to safety and the safeguarding of young and vulnerable people. The role requires DBS (Enhanced) and security vetting (SC).
<b>Teamwork.</b> Possess the personality and self-confidence to integrate easily into a successful team and inspire stakeholder confidence. Good inter-personal skills, patience and empathy, and an understanding for and ideally experience of working with volunteers.
<b>Motivation.</b> Self-motivator, with the ability to drive and deliver outcomes independently.
<b>Intelligence and Judgement.</b> Ability to identify, consider and solve problems. Open-minded and flexible in thought and action, with the emotional intelligence to be able to work successfully with a wide range of stakeholders. Good judge of character, able to reach balanced and fair decisions.
<b>Management and administration.</b> Able to plan and organise events, allocate resources and designate priorities, with a good eye for detail and preparedness to get stuck in and do whatever it takes.
<b>Communication.</b> Excellent written and verbal communications skills, with the ability to listen as well as to present solutions and proposals logically, coherently and persuasively. Proficient with MS Office – particularly Excel. Familiarity with social media an advantage.
<b>Values and standards.</b> Demonstrate an understanding of, support for, and contribute to the aims of CCRS and the Cadet Movement.
<b>Special to Role.</b> Understanding of the principles of marksmanship and coaching, and experience of shooting competitions and rangework. Personal shooting experience, ideally with planning and delivery of training programmes.

## TERMS AND CONDITIONS

19. **Remuneration.** Circa £34K (reviewed annually); reasonable expenses may be claimed. The charity operates a defined contribution scheme in which the employer contributes 10% of an employee's monthly salary whilst the employee contributes a minimum of 5%.
20. **Type of employment.** This is a full-time and permanent post. Standard week is 40 hours including 30 minutes daily for lunch, and around 12 weekends will be required to be worked annually. CCRS supports hybrid working. Full-time presence is required during competitions and events. At all other times, a minimum of two days working at Bisley is required (normally Tuesdays and Thursdays). Annual leave includes 30 working days holiday plus 9 bank holidays; one week will be required to be allocated to the Christmas and New Year break. Time Off in Lieu (TOIL) is also awarded for time worked above normal working requirements.