**JOB DESCRIPTION**

**Job Title:** Full Time Firearms Liaison Officer

Hours: 40 hours per week  
**Department:** Membership Services  
**Location:** Bisley

Salary: £38K-£43K Depending on experience

**Reporting to:** The Head of Membership.  
**Responsible for:**  Providing NRA members and affiliated organisations advice regarding firearms law and licensing.

**Location:** Please note that our office is situated in Bisley Camp, Brookwood.

It’s approximately a 15-minute drive from Woking Town Centre or a 20-minute walk from Brookwood train station.

**About Us:**  
The National Rifle Association (NRA) promotes target shooting throughout the UK. Operating from its idyllic base at Bisley, known as the “home of shooting,” the NRA leads the way with innovative events, hosts world-class competitions, and delivers national training standards. Our passion and inspired thinking are unrivalled.

**Purpose and Objectives of the Role:**

As a Full Time Firearms Liaison Officer, you will provide advice and guidance to NRA Members and affiliated clubs regarding firearms law and licensing. The ideal candidate will have experience of firearms licensing legislation and processes, and Home Office approved club legislation Strong computer and administration skills (Outlook, Excel, and Word) are essential, along with effective communication and attentive listening abilities.

This role is well-suited for someone with previous experience working in police firearms licensing, or a secretary of a large Home Office approved club, with resilience in handling challenging enquiries.

**Main Duties and Responsibilities:**

* To assess suitability of applicants for NRA Membership by conducting robust assessments that help inform fair and transparent decisions in regard to the grant of NRA Memberships.
* Plan and develop the work of the NRA to enhance community safety through professional risk management decisions, efficient customer service, and engaging with stakeholders to ensure firearms are used responsibility and within the law.
* Evaluate recommendations made by Firearms Enquiry Officers as to the grant, refusal or revocation of shotgun and firearm certificates to ensure well-informed decision making for support of NRA Members.
* Contribute to the ongoing and continuous monitoring of NRA Members’ suitability, in order to accurately assess and respond appropriately to risks to public safety.
* Manage competence Certification applications that can be complex, sensitive, and contentious or require more specialist or technical knowledge in order to protect the public and provide an effective service.
* Liaise with relevant colleagues, clubs and departments on firearms certificate processes, linking with the training department regarding legal aspects of firearm ownership for probationary- level members
* Support Members and clubs in order to provide protection and reassurance to those identified as at risk following the refusal or revocation of a certificate or membership.
* Manage appeals against certificate revocations and offer advice.
* Fulfilling the NRA statutory responsibilities as a Home Office-approved club, preparing and processing reports and required returns. Managing files within best practice procedures to ensure an audit trail of fair and transparent decisions.
* Develop and maintain specialist working knowledge on the legal possession, security and safe shooting of firearms and ammunition, and provide advice to clubs, public and Members in order to improve safety, prevent foreseeable harm.
* Act in adherence to all Membership and legal frameworks, key working principles, policies and guidance relevant to the role.

**Education, Qualifications, Skills and Experience**

**Prior Education and Experience:**

• Knowledge of and experience of applying Firearms Legislation and Home Office Guidance.  
• Ability to manage own workload with minimal supervision.

**Skills:**

• Skilled in the inspection and handling of shotguns and firearms.

• Good communication skills with the ability to listen to others.

• Able to produce concise reports or other documents.

• Skilled in the use of standard IT packages, systems and/or databases to fulfil role requirements.

• Able to identify potential opportunities to enhance efficiency and/or effectiveness within own area of work.

• Able to break down a straightforward problem into component parts and determine appropriate action.

• Able to interpret and apply guidance to a specific activity.

• Able to work effectively in a team to achieve shared objectives, demonstrating awareness of individual differences and providing support as required.

• Able to review own performance objectively and to take steps to maintain and enhance competence and professional standards appropriate to the role.

• Able to appropriately prioritise and plan own work.

**Essential:**

* Experience of Police Firearms Licencing procedures and processes
* Understanding and awareness of Home Office-approved club legislation
* Clean Police Record.
* Full Drivers Licence

**TO APPLY please send a CV and covering letter to** [**faye.jay@nra.org.uk**](mailto:faye.jay@nra.org.uk)