



## COUNCIL FOR CADET RIFLE SHOOTING (CCRS) JOB DESCRIPTION AND PERSON SPECIFICATION

**Role Title** – Competitions Officer

**Salary** - Circa £31K; reasonable expenses may be claimed

**Employment Type** – Full time, Permanent

**Hours of work** – 40 hours per week (some weekend work will be required during the Spring/Summer months)

**Annual Leave Entitlement** - 30 working days annually plus 9 bank holidays; one week will be required to be allocated to the Christmas and New Year break

**Pension** - 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%.

### **Role Purpose**

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. The Competitions Officer has responsibilities both in support of the Shooting Manager and more widely within CCRS.

CCRS is recognised as the cadet target rifle shooting subject matter expert by the MoD and the four cadet youth movements. The Competitions Officer is required to reflect that standard and expertise.

### **Main Responsibilities**

**Central shooting meetings/competitions.** With the Shooting Manager, plan, organise and oversee all CCRS meetings and competitions as per the yearly calendar of events.

**Non-central shooting meetings/competitions.** Direct responsibility for planning, organising and overseeing the conduct of all postal competitions, including Single Service Small-bore 100.

**Courses and conferences.** Work with the Shooting Manager to plan, organise and oversee Adult coaching courses – currently 2 per year (under the direction of the ACF National Shooting Advisor). ACF annual Shooting Officers' Conference (under the direction of the ACF National Shooting Advisor).

Be prepared to act as Secretary to the ACF Shooting Committee

### **International activities.**

Contribute to the planning and conduct of the training and selection exercises for the three UK international teams.

Contribute to the training, selection and administration of the annual Royal Canadian Army Cadet full-bore marksman phase 2 course in Canada (delivery responsibility rests with the Army Cadet National Shooting Advisor).

Contribute to the planning and hosting of visiting teams.

**Data input.**

Ensure that all competitions, events and training are managed as follows:

- a. MOD WESTMINSTER database is routinely updated and managed appropriately.
- b. Entry forms are set up on CCRS's IT systems.
- c. Entries for competitions are maintained on a suitable database, so that competitions can be run effectively and efficiently by CCRS and other parties.
- d. Competition rules are kept updated in line with Cadet, MOD, CCRS specialist committee and National Governing Body requirements.

**Rifles and Ammunition.** With the Shooting Manager, responsible for ammunition stored at ATC Pirbright, in line with CCRS Regulation No 6 – Firearms and Ammunition) and for the management and control of all CCRS rifles in the CCRS cage in Armoury Cell D.

**Equipment and Trophies** Maintain detailed inventories of CCRS trophies, shooting items, computer equipment, office and Simon Fraser room furniture and miscellaneous range stores.

**Transport.** Submit transport bookings as required for competitions. Prepare drivers' information packs. Oversee receipt, issue and return of vehicles.

**Non-shooting tasks.** Act as CCRS Health and Safety Officer and/or Security Officer at the discretion of the General Secretary.

**General.**

Complete any other tasks requested by the General Secretary.

Promote the values and standards of the cadet youth movements.

Offer advice and guidance to MoD (Cadets Branch) and cadet units as required

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Teamwork.</b> Possess the personality and character to integrate easily into a successful team. Good inter-personal skills.	X	
<b>Management and administration.</b> Able to plan and organise events, allocate resources and designate priorities.	X	
<b>Ownership</b> Identify, consider and solve problems and be flexible to adapt to the working environment	X	
<b>Professional</b> Open-minded; able to reach balanced and fair decisions.	X	
<b>Skills, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Must be computer literate and proficient in Microsoft applications in particular Excel	X	
Good technical writing skills	X	
Experience of organising shooting competitions and conducting rangework.		X
Experience of working with cadet forces		X
Understand the principles of marksmanship and essential coaching skills.		X
Experience of planning and delivering training programmes.	X	

Personal practical experience of target rifle shooting		X
Experience of control and management of stores		X
Experience of control and management of rifles and ammunition.	X	
Experience of using WESTMINSTER database system		X
Excellent communication skills both written and verbal	X	
Be prepared to apply for a cadet commission; this will include security vetting and disclosure and barring submissions.	X	

Applications should be addressed in confidence to [gensec@ccrs.org.uk](mailto:gensec@ccrs.org.uk), and be supported by a CV and a personal statement addressing the role and person specifications of the Job Description.