

COUNCIL FOR CADET RIFLE SHOOTING (CCRS)

COMPETITIONS OFFICER

JOB DESCRIPTION AND PERSON SPECIFICATION

CCRS: BACKGROUND

1. CCRS was formed in 1969. Its purpose is to support the defence of the realm and the development of young people through promoting and organising competitive target rifle shooting across the four cadet youth movements - the Combined Cadet Force (CCF), the Sea Cadet Corps (SCC), the Army Cadet Force (ACF) and the Royal Air Force Air Cadets (RAFAC). The charity works in partnership with the Ministry of Defence (MoD) and has close working relationships with the shooting National Governing Bodies (NGB) – the National Rifle Association (NRA), the National Small-bore Rifle Association (NSRA), the Clay Pidgeon Shooting Association (CPSA) and British Shooting.
2. CCRS operates at the high performance level and organises national finals in the disciplines of clay, air and .22 (small-bore), and 5.56mm and 7.62mm (full-bore). The charity is also responsible for three full-bore international teams - the UK Cadet Rifle Team (U17), the British Cadet Rifle Team (U18 – The Athelings) and the GB U19 Rifle Team. In addition, CCRS hosts the Royal Canadian Army Cadet National Rifle Team (RCAC NRT) annually, and the Republic of South Africa Junior Team biennially.
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 and the four cadet youth movements. The Competitions Officer will reflect that standard and expertise.
5. 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 wider CCRS responsibilities. Implementation and conduct of events will rest mainly with cadet adults.

DETAILED TASKS

6. **Central shooting meetings/competitions.** With the Shooting Manager, plan, organise and oversee (in general chronological order):
 - a. Exercise MAPLE TASTE (pre-Easter) for International team training (full-bore – March/April).
 - b. The Cadet Inter-Services Small-bore Finals (.22) Punch and Shell Matches (March/April).

- c. The 'Club Matches' (Surrey, Sawyer Cup and Clayton Challenge - target rifle full-bore – April/May).
 - d. The CFAV and Cadet Clay Competitions (April/June).
 - e. The national Target Sprint Competition (Air Rifle – biathlon – May/June).
 - f. The NSRA Junior International (.22 small-bore, July).
 - g. 'Cadet Bisley' (July) which includes:
 - 1) The Arthur Clarke Match.
 - 2) 'Pre-Bisley' for Community Cadets.
 - 3) The Inter-Service Cadet Rifle Meeting (ISCRM).
 - 4) The CCF/Schools Rifle Meeting (in conjunction with NRA staff).
 - 5) The Cadet Imperial (in conjunction with the NRA).
 - h. 'Cadet SAM' (the CCF Skill at Arms Meeting (CCF SAM) and Inter-Services' Skill at Arms Meeting (CISSAM) – October).
 - i. Any other matches or competitions as may be agreed by the trustees.
7. **Non-central shooting meetings/competitions.** Direct responsibility for planning, organising and overseeing the conduct of all postal competitions, including Single Service Small-bore 100.
8. **Courses and conferences.**
- a. Work with the Shooting Manager to plan, organise and oversee:
 - 1) Adult coaching courses – currently 2 per year.
 - 2) ACF annual Shooting Officers' Conference (under the direction of the ACF National Shooting Advisor).
 - b. Be prepared to act as Assistant Secretary to the ACF Shooting Committee (the chairperson is the ACF National Shooting Advisor).
9. **International activities.**
- a. Contribute to the planning and conduct of the training and selection exercises for the three UK international teams.
 - b. 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).
 - c. Contribute to the planning and hosting of visiting teams.
10. **Data input.** Ensure that all competitions, events and training are entered appropriately on the MoD's WESTMINSTER database.

11. **Rifles and Ammunition.** With the Shooting Manager, responsible for EITHER the management and control of rifles in the armoury cell at Bisley, OR for ammunition stored at ATC Pirbright (at the discretion of the General Secretary, in line with CCRS Regulation No 6 – Firearms and Ammunition). Specific tasks include:

- a. **Rifles.** Manage and control all CCRS rifles in the CCRS cage in Armoury Cell D; maintain issue and receipt ledgers.
- b. **Armoury cell D.** Act as CCRS point of contact for ATSC staff. Ensure the CCRS cage is tidy and organised efficiently. Maintain oversight of Cadet Support Group rifles' control during Cadet Bisley.

OR

- c. **Ammunition.** Control all CCRS ammunition and maintain correct and accurate ammunition accounts. Liaise with ATC Pirbright staff and maintain good working relationships.

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

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

14. **Trophies.** Control and manage all CCRS trophies.

15. **Non-shooting tasks.**

- CCRS Communications Officer (responsible for managing website and social media communications).

16. **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.

PERSON SPECIFICATION

17. **Personal attributes.**

	Essential	Desirable
Teamwork. Possess the personality and character to integrate easily into a successful team. Good inter-personal skills.	x	
Management and administration. Able to plan and organise events, allocate resources and designate priorities.	x	
Intelligence. Identify, consider and solve problems; flexible in thought and action.	x	
Judgement. Good judge of character. Open-minded; able to reach balanced and fair decisions.	x	

Reliability. Demonstrate a sense of duty and commitment.	x	
Values and standards. Demonstrate support and contribute to the aims of CCRS and the cadet movements.	x	

18. **Skills, knowledge and experience.**

	Essential	Desirable
Sound experience of organising shooting competitions and conducting rangework.	x	
Possess experience of working with the four cadet youth movements.		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 rifles and ammunition.	x	
Able to write and speak effectively.	x	
User capable on microsoft office components; become user capable on WESTMINSTER after training.	x	
Be prepared to apply for a cadet commission; this will include security vetting and disclosure and barring submissions.	x	

TERMS AND CONDITIONS

19. **Salary.** Circa £31K (reviewed annually); reasonable expenses may be claimed.

20. **Type of employment.** This is a full-time and permanent post; standard week is 40 hours including 30 minutes daily for lunch. Around 12 weekends will be required to be worked annually.

21. **Holidays.** 30 working days annually plus 9 bank holidays; one week will be required to be allocated to the Christmas and New Year break.

22. **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%.