



### Job Description

<b>Job Title:</b>	Aim to Sustain Operations Director
<b>Accountable To:</b>	A2S Executive Committee Chair
<b>Team:</b>	Aim to Sustain
<b>Location:</b>	Home Office

### Our Mission

You are expected to contribute to our mission:

**We work to promote and protect game shooting and associated wildlife habitats in the UK. We support sustainable and responsible shooting, environmental balance, animal welfare, local communities and the rural way of life.**

### Job Purpose

- Oversee operational aspects of the partnership's strategy, help set strategic goals and be responsible for the flow of operations information to the Executive Committee and the Board.
- Lead in developing and creating deliverables, outcomes and communications for Aim to Sustain (A2S), taking direction from the Board and the Executive Committee.
- Work with and liaise between the four A2S committees (Campaigns, politics and policy; Standards; Research and Development) and also any relevant committees in Wales and Scotland.
- Coordinate between the partners' activities in implementing the A2S mission and priorities.
- Be the key contact point for the partnership and liaise with the partnership organisations (currently nine partners) through the committee structure to develop an annual work plan, which supports the priorities of the partnership and ensures there is a coordinated approach to campaigns, policy, research and high standards underpinning sustainable game shooting in the UK.

### Principal Accountabilities

1. Provide the creative and managerial resource behind A2S and provide administrative support to the committee structure, Executive Committee, the Board and any working groups. Ensure there is a coordinated approach across the committees.
2. Ensure a joined-up approach is taken by the A2S committee and working groups for 'horizon scanning' on key issues. The aim is to monitor and identify areas of policy change, new policy development, research requirements, and best practice and ensure the relevant committee is briefed.



3. Ensure that A2S develops an annual working plan, with clearly identified areas of funding requirements to support the partnership's activities.
4. Assist in annual budget planning and delivery while also considering medium to long-term budget requirements.
5. Support the development of appropriate policies for A2S through the committee and working groups to deliver on the mission.
6. Manage and develop the A2S responses to consultations, drawing on expertise from across the partnership and maintain records and databases of consultation responses. Ensure A2S committees and working groups are used to identify, filter, and provide responses to relevant consultations.
7. Work with A2S committees and working group to ensure Ministers and politicians receive appropriate briefings on relevant policy issues.
8. Support A2S policy and advocacy work by working closely with partnership organisations to ensure links are made with key organisations, civil servants and politicians as required.
9. As an ambassador for A2S, attend policy events and forums, taking a proactive approach to gain intelligence about key issues affecting game shooting and identifying how the partnership may respond. Ensure A2S has a relevant presence at key events in the shooting and rural calendar.
10. Manage partnership agreements, ensuring all data, legislative and financial responsibilities are met.
11. Manage the strategic development and delivery of A2S's communications function, including website, digital content, publications and media releases as required.
12. Respond to day-to-day enquiries.

#### **Dimensions and Limits of Authority**

- The post is home-based.
- The position will involve some travel throughout the UK. Therefore, the post holder is required to hold a current clean driving licence and have recent driving experience.
- The core hours are 37.5 per week. The post holder will be expected to work outside of these hours, in the evening and at weekends, to fulfil their duties.
- Salary will be within the current range applicable for the role, dependent upon experience, and will attract a range of benefits including pension.
- The post holder is not required to work with small groups of children and therefore an enhanced DBS disclosure is not required.



## General requirements

- Work diligently within the best of your ability to ensure you meet the requirements of your job description.
- Always seek to continuously improve so that the highest quality standards are achieved.
- Participate in internal/external meetings and training as required.
- Positively participate in one-to-ones and appraisals.
- Ensure that all relevant policies, procedures and working practices are adhered to at all times.
- Work in accordance with the Partnership's culture, values, aims and objectives.
- Act as a positive ambassador for the Partnership at all times when dealing with enquiries or representing the Partnership in other ways .
- Positively contribute to the Partnership's team working environment, taking ownership of issues and supporting partnership organisations where appropriate .
- Be flexible and willing to undertake any other duties that may be reasonably be required.

**Person Specification**

<b>Job Title: Aim to Sustain Operations Director</b>		
<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Method of Identification</b>
<b>Qualifications</b> Degree or equivalent professional qualification	Essential	Application
<b>Proven Experience</b> Five years' experience in policy work	Essential	Application
Five years' experience in communications work	Essential	Application
Five years' experience in managing committees	Desirable	Application/interview
Experience in a similar partnership / organisation.	Essential	Application/interview
Experience of successful advocacy and policy development	Essential	Application/interview
Experience of building effective partnerships and stakeholder engagement	Essential	Application/interview
Experience of providing a high standard of service to customers, ideally in a similar environment	Essential	Application / interview
<b>Knowledge, Skills and Abilities</b> Results-driven yet collaborative approach	Essential	Interview
Thorough understanding of national, and international legislative processes linked to game shooting	Essential	Interview
Aptitude for partnership development	Essential	Interview
Focused and output driven	Essential	Interview
Knowledge of shooting and conservation terminology	Essential	Interview
Good communication, diplomacy and negotiating skills, especially when working with key partners	Essential	Interview

Proven influencing skills	Essential	Interview
Problem solving skills – able to work to own initiative	Essential	Interview
Excellent knowledge of MS Office	Essential	Interview
Excellent report and paper writing skills	Essential	Interview
<b>Other Attributes</b>		
Excellent team player	Essential	Interview
Able to work flexibly	Essential	Interview
Enthusiastic and approachable	Essential	Interview
Able to work positively within the spirit of the partnerships vision and core values	Essential	Interview