

Network Development Officer, National Governing Body of Sport

The Welsh Target Shooting Federation (WTSF) represents five target shooting associations at a national level for governance, funding, and major international competitions.

The five member associations are:

- Welsh Airgun Association
- Welsh Clay Target Shooting Association
- Welsh Field Target Association
- Welsh Rifle Association
- Welsh Smallbore Rifle Association

The WTSF represents these associations and their members to Sport Wales, Team Wales, the Welsh Government, British Shooting, and other bodies. The WTSF also selects, trains, and supports Welsh shooters to compete on the world stage at the Commonwealth Games, and is building upon the best-ever performance from the 2018 Gold Coast Games.

The WTSF launched an exciting new strategy in 2020 with the vision to build a thriving target shooting network in Wales. The WTSF is seeking a Development Officer to continue and grow the target shooting network in line with the strategic plan. Applicants need not have experience in target shooting sports but must have the skills and experience to help develop the sport in Wales.

The WTSF is a proud equal opportunity organisation, and especially welcomes women, disabled, and BAME applicants to further improve diversity of thought in discussions and decision making. Similarly, the WTSF is looking to increase its use of the Welsh language, as such applications from fluent Welsh speakers are encouraged. WTSF offices are in the disability-friendly Sport Wales National Centre, and the WTSF is committed to making adjustments that facilitate interviews and employment.

Role Description

Title: Network Development Officer

Working Pattern: 15 hours per week (40% FTE), permanent part-time flexible working.

Salary: £11,000 (£25,781 FTE)

Other benefits: On-site parking, training budget, holiday pay, computer equipment provided, access to Sport Wales National Centre gym facilities.

Location: Flexible working from home, in the WTSF office in Cardiff, and at events throughout Wales.

Role Summary

- To lead and represent the WTSF in development events and liaise with volunteers.
- To manage the WTSF's online presence, including social media and website posts.
- To support the Network Development Manager in achieving strategic objectives.
- To act in accordance with the organisation's values, obligations, and commitments.

Responsibilities

- To lead the organisation and running of existing network development events and scope further opportunities for the general public to experience target shooting.
- At development events, be the point of contact for volunteers and partners.
- To manage the WTSF's digital communications and online presence via the website, social media channels, and newsletters.
- Assist the WTSF's Network Development Manager in generating new strategic partnerships.
- Establish, nurture and maintain effective working relationships with other WTSF staff and external partners.

How to Apply

Welsh Target Shooting Federation is committed to recruiting a diverse, skills-based staff, and encourages applications from people from currently under-represented groups such as disabled, BAME, and women.

Submit an up to date CV and a covering letter that explains how you meet all the essential and any desirable criteria set out in the person specification. Email these to alan.green@wtsf.org.uk or by post to: Alan Green, Welsh Target Shooting Federation, Sport Wales National Centre, Sophia Gardens, CF11 9SW.

Following your application, please complete an anonymous [Equality Monitoring Form](#) and return to david.lloyd@wtsf.org.uk or by post to: David Lloyd, Welsh Target Shooting Federation, Sport Wales National Centre, Sophia Gardens, CF11 9SW.

The closing date for applications is 30th May 2022.

Additional Information

- Interviews are expected to begin in the week commencing 6th June 2022.
- Please note: you are unlikely to be invited to interview if you do not meet all of the Essential Criteria in the Person Specification.
- The Welsh Target Shooting Federation reserves the right to close the application process early if many applications are received. We therefore advise potential applicants to submit their details as soon as possible.
- The Welsh Target Shooting Federation will endeavour to reply to all submissions individually, however this is not always possible.
- If you would like to discuss the role before applying, please contact the Network Development Manager via email (alan.green@wtsf.org.uk).
- [About Welsh Target Shooting Federation - WTSF](#)

Person Specification

The successful candidate will recognise how sport and physical activity contributes to society and the health and wellbeing of individuals. Knowledge of target shooting is not an essential requirement for the role, however applicants must have a genuine interest in supporting and developing the sport.

The successful candidate will need to be comfortable working constructively and collaboratively with other staff to make decisions in the best interest of the WTFSF.

The WTFSF is a proud equal opportunity organisation and is seeking to increase diversity of thought in decision making. As such, disabled, women, and BAME applicants are especially welcome and encouraged.

	Essential	Desirable
Sport Development Experience	Experience in a Sport development or Event management role	Experience in a leading role in a sport development or event environment
Social Media	A good understanding of Social Media and how to use content to maximise reach using Instagram, TikTok, Facebook and Twitter.	
Website	A knowledge of using Word Press or similar tools to update websites	Experience of website design Understands analytics and how to present data.
General IT Skills	Competent with opening and producing documents via Microsoft Office Suite. Competent communicating via email, phone, and online video conferencing. Competent using Microsoft Teams and Sharepoint.	
Communication	Excellent written and spoken communication skills in face-to-face, digital, and online media.	
Professional Relationships	Understands the importance of maintaining professional relationships both internally and externally with partners.	
Newsletter		Experience collating and editing written material for publication.
Welsh Language		Fluency in Welsh (spoken, written, and reading comprehension)