



SAETHU CYMRU
WELSH SHOOTING

Welsh Target Shooting Federation Ltd.
Sport Wales National Centre
Sophia Gardens
Cardiff
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Email: info@wtsf.org.uk

Company Registration: 06693905

Recruitment Pack

Company Secretary (Executive Director and Board Member)

Introduction

Welsh Shooting is the recognised national body for target shooting sports in Wales. As a company limited by guarantee, we operate without share capital and exist to serve the interests of our member organisations:

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

We work to:

- Promote and develop the sport at all levels, with a focus on enhancing the performance of Welsh teams
- Represent our members through advocacy, lobbying, and campaigning for investment and recognition
- Act as a key liaison with Sport Wales, British Shooting, the Commonwealth Games Council for Wales, and other relevant bodies
- Encourage collaboration and shared action among our members on issues of common interest
- Support international cooperation and represent Welsh Shooting on the global stage
- Provide services, resources, and guidance that help our members grow, thrive, and operate effectively

We are committed to strengthening the democratic structure of our member organisations and ensuring that shooting sports in Wales continue to evolve with integrity, inclusivity, and excellence.

This year has seen significant change in leadership at Welsh Shooting. The Board added a Chief Operating Officer to the organisation in January; a new Chair was appointed later that month and a new management team was recruited resulting in three new members of staff from May.

As we embark on an exciting phase of strategic growth and governance reform, we are seeking a skilled and principled professional to take on the role of Company Secretary; championing governance excellence, ensuring legal and regulatory compliance, and strengthening stakeholder relationships across Welsh Shooting.

We are committed to building a Board that reflects the diversity of the shooting community in Wales; both today and for the future. We warmly welcome expressions of interest from individuals who are currently underrepresented on our Board. In this round of recruitment, we are particularly keen to hear from women and from those with personal or professional experience in Disability Sport. We believe that inclusive leadership strengthens our sport and ensures that a wider range of voices help shape its direction.

Role Summary

The Company Secretary is responsible for supporting the Board and the governance process, providing advice and guidance to the Board on company law and the appropriate regulations, its own policies and best practice in corporate governance. The Company Secretary will act as the principal legal and compliance (including corporate governance) officer and will provide advice and guidance to the board of directors on their obligations under the company's Memorandum and Articles of Association, company law and other relevant laws and regulations

Person Specification

We are seeking a candidate who meets the following essential criteria and brings preferred attributes that will strengthen our governance and leadership capacity.

Essential Criteria

- **Legal Capability:** Able to carry out the duties of a Company Secretary in accordance with the Companies Act 2006
- **Governance Knowledge:** Strong understanding of Company Law and corporate governance principles
- **Decision-Making:** Demonstrated ability to make informed decisions across a range of governance and strategic matters
- **Interpersonal Skills:** Excellent communication and relationship-building abilities
- **Strategic Insight:** Capacity for strategic thinking and leadership within a governance context
- **Implementation Skills:** Ability to develop strategies and guide their execution effectively
- **Constructive Challenge:** Confident in debating ideas and constructively challenging decisions when appropriate
- **Board Engagement:** Proven ability to build effective working relationships within and beyond the Board
- **Commitment:** Availability to attend scheduled Board meetings and participate in agreed training activities
- **Administrative Competence:** Proficient in administrative tasks and digital tools relevant to governance

Desirable Attributes

- **Sector Experience:** Familiarity with shooting sports or experience within a sport governance environment
- **Welsh Sport Landscape:** Understanding of the governance structures and funding bodies relevant to Welsh sport
- **Policy Development:** Experience drafting or advising on governance policies, risk registers, or compliance frameworks
- **Welsh Language:** Ability to communicate in Welsh is welcomed but not essential

Time and Commitment

You will be expected to facilitate six Board meetings a year, one including the Annual meeting, which are usually held at the Welsh Shooting offices in Cardiff but are also accessible by video [normally Microsoft Teams]. It is anticipated that your role as Company Secretary will have a commitment of approximately 2 days a month.

Remuneration

This remunerated role carries an annual fee of £2,500, processed through payroll and subject to standard tax and reporting obligations.
In addition, Director travel expenses will be paid.

Reporting

The Company Secretary will report to the Chair of the Board.

Term of Office

The appointment is for a 2 year-term which will start at the conclusion of the Board meeting due to be held November 2025. Three further two-year terms can be served.

Your Application and the Recruitment Process

Please find below details of the selection process, to assist you in completing and tailoring your application:

You should submit:

- An up-to-date CV which shows your full career history – we recommend that this is no longer than two pages.
- A tailored covering letter outlining your suitability for the role.

Please send your CV and letter to the Welsh Shooting Chair, by email, to Robert Shawyer robert.shawyer@wtsf.org.uk

Please also complete the anonymous equality and diversity monitoring form <https://forms.office.com/e/fU3ytsa161>

If you have any questions at all please contact Robert Shawyer.

Closing date

Applications should be received by 12 noon on Monday 15th September 2025.

You will receive an acknowledgement to your email, and we suggest that if you don't receive this you should contact Robert to confirm your application has been received.

All candidates' CVs and letters will be considered by the Nominations Committee who will then hold any interviews during the week commencing 29th September 2025 at the Welsh Shooting Offices in Cardiff.