**Position: Referee Development Officer (RDO) Full Time Position**

**Annual Salary: £24,000 p/a + benefits Location: Birmingham County FA, Great Barr, Birmingham, B43 6JF**

**Role Description:**

We are looking to recruit a passionate developer of people to join the exceptional team at Birmingham County Football Association (BCFA).

The RDO will develop and implement effective recruitment and retention strategies and pro-actively develop our existing workforce of over 1,500 match officials. The Post Holder will design and deliver an innovative range of learning and development opportunities including soft skills for new and existing match officials and operational tactics to increase the number of active BAME and female referees officiating within all the various formats of the game.

A dedicated team player, you will encourage cross-business teamwork and external collaboration in order to drive operational and business plan objectives and positively impact on our FA KPI’s.

**The generic responsibilities will include:**

* Identify and map match official provision and League requirements across all formats of the game within the BCFA boundary
* Design and pro-actively deliver effective recruitment, retention and people development strategies including regular CPD
* Liaise with and support all League Appointing Officers and other dedicated volunteers in the delivery of match official development initiatives
* Provide support and guidance to the BCFA’s Development Group Lead, the BCFA Referees’ Committee & Football Development Team
* Provide support to the BCFA’s Safeguarding team to ensure compliance with Safeguarding Children and Vulnerable Adult policies & RESPECT initiatives
* Manage the identification of aspiring match officials for inclusion with the BCFA’s Referee Development Pathway and the FA ‘CORE’ programme
* Lead in the support and development of match official volunteers
* Support the Football Services team to ensure an effective and efficient football discipline process and the part match officials play including reporting
* Promote and manage the online registration process for match official registration including data cleansing
* Use a range of innovative communication methods to inform and inspire match officials and the volunteer workforce
* Ensure that BCFA effectively implement and maintain the FA’s Safeguarding Operating Standard within football

 **“Birmingham County FA is committed to equality of opportunity and welcome applications from all sections of the community”**

**Role Profile**

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| --- | --- |
| **Job Title:**  | **Referee Development Officer (RDO** |
| **Reports To:**  | Designated Safeguarding & Referee Lead | **Committee Liaison** | BCFA Referee CommitteeBCFA Inclusion Advisory Group |
| **1. The Person** |
| The candidate will be personable and a good team player, whilst always upholding the BCFA’s vision, values and behaviours and a Football For All ethos. They will be a confident presenter, a good listener, engaging, well organised and able to manage their time which will include working unsocial hours from time to time.  |
| **2. Key Accountabilities** |
| * Identify and map match official provision and League requirements across all formats of the game within the BCFA boundary
* Design and pro-actively deliver effective recruitment, retention and people development strategies including regular CPD
* Liaise with and support all League Appointing Officers and other dedicated volunteers in the delivery of match official development initiatives
* Provide support and guidance to the BCFA’s Development Group Lead, the BCFA Referees’ Committee & Football Development Team
* Provide support to the BCFA’s Safeguarding team to ensure compliance with Safeguarding Children and Vulnerable Adult policies & RESPECT initiatives
* Manage the identification of aspiring match officials for inclusion with the BCFA’s Referee Development Group and the FA ‘CORE’ programme
* Lead in the support and development of observers, tutors, mentors, coaches and other match official volunteers
* Support the Football Services team to ensure an effective and efficient football discipline process and the part match officials play including reporting
* Promote and manage the online registration process for match official registration including data cleansing
* Use a range of innovative communication methods to inform and inspire match officials and the volunteer workforce
* Ensure that BCFA effectively implement and maintain the FA’s Safeguarding Operating Standard within football
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| **3. Knowledge & Experience** |
| **Essential:-*** Good understanding of the levels, structure and various formats of football, especially grassroots football.
* Experience in the development of a specialist workforce.
* Experience of working with volunteers.
* Good knowledge of the Laws of the Game
* Excellent written and verbal communication and presentation skills
* Good report writing skills
* Good planning, project management and monitoring skills
* Practical use of Microsoft Office products including Office 365 and online meeting platforms
* Good knowledge of safeguarding, equality and inclusion legislation and best practice in a sporting environment.
* Managing budgets, income generation and grant applications
* Flexibility to work outside normal office hours
 | **Desirable:-** * Good knowledge and/or experience of Refereeing
* Knowledge of The FA and County FA’s
* General understanding of FA Rules and Regulations and FA Discipline processes and procedures
* Qualified tutor or trainer
* Football participant e.g. coach, volunteer, match official, Referee observer or mentor
* Knowledge of the FA’s RESPECT programme
* Knowledge of the ‘Kick It Out’ organisation and programmes
* Working within HR or a people development environment
* Event management
* Driving licence
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|  |
| **BCFA Values BCFA Behaviours** |
| **BCFA Vision**: Improving Lives by Improving Football**BCFA Values:*** Valued
* Innovative
* Positive
* Supportive
 | * Team player
* Pro-active and Inquisitive
* Honest & Trustworthy
* Decisive with a can do attitude
* Resilient and Determined
* Engaging and supportive
* Good listener
* Self Developer and Self Motivated
* Thorough with an Eye for Detail
* Good Time management and prioritisation
* Diplomatic and dealing with confidential information
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| **Further Information**As this role could involve direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities such as interviewing children and vulnerable adults, the successful candidate will undergo a thorough screening process, which may include an enhanced DBS check to ensure their suitability for the role. BCFA Website: [www.BirminghamFA.com](http://www.BirminghamFA.com) FA Website: [www.thefa.com](http://www.thefa.com) |
| Completed by Name/Role | K Shoemake / R Watson |
| Signature |  |
| Date | 12th September 2019 |

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive.

The responsibilities/accountabilities might differ from those outlined and other duties, as assigned or defined by the FA, might be part of the job.

Closing Date

**The Closing date for applications is midnight on Sunday 6th October 2019**. Interviews are scheduled to be held on Wednesday 16th October 2019.

Due to the expected interest in the role, if applicants have not heard back from the BCFA by Friday 11th October then we will not be pursuing your application any further.

How to apply

[Click Here](https://www.indeed.co.uk/jobs?q=referee%20development%20officer&l=West%20Midlands&vjk=ce6fd975e594266d)

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