



REFEREE APPOINTMENTS OFFICER

RECRUITMENT PACK

CHESHIRE FA

REFEREE APPOINTMENTS OFFICER



Job Title:	Referee Appointments Officer
Location:	Remote
Closing Date:	Friday 3rd June 2022
Contract Type:	Voluntary <ul style="list-style-type: none">• An annual Honorarium will be paid for this role• Travelling expenses will also be payable for any meetings attended
Working Hours:	Flexible (as required)

A BIT ABOUT US

We govern Football across Cheshire and have been doing that since 1878. Now, we are changing our approach to put our clubs, leagues, players, coaches and referees at the forefront of our thinking. These are our volunteers. These are our people. We help to grow the game in Cheshire and develop each and every area of Football.

A BIT ABOUT THE ROLE

Cheshire FA is seeking to appoint a Referee Appointments Officer. This is an exciting role as part of the Referee Development Team, overseeing the Referee Appointments process to Cheshire FA Cup Competitions, FA Competitions and additional appointments where necessary. The Appointments Officer would be expected to make weekly appointments across all Cheshire FA Cup competitions.

EQUALITY AND DIVERSITY

We would encourage all applicants to complete our voluntary Equality & Diversity Monitoring Form, via this [link](#), as part of the application process. The data we collect will be anonymous and confidential and will not be stored or linked to your application in any way. The data helps Cheshire FA to build a more accurate picture of the diversity of the people applying to join the organisation, and to then monitor progress in this area. The link to complete this is in the application form. You can also read our Equality Policy, [here](#).

Data will be held in accordance with the Data Protection Act 2018 and Cheshire FA's [Privacy Policy](#).

Cheshire FA is committed to, and values the principles of diversity, equality and inclusion. We strive to provide an inclusive and supportive working environment where all our team feel respected and supported in fulfilling their potential. We encourage and welcome applications from all, regardless of background and are particularly interested to hear from individuals belonging to under-represented groups including individuals from minoritised communities, all genders identities, individuals with a disability and LGBTQI+ individuals, people of faith and people of all ages. If you are an applicant with a disability who meets the essential requirements of the job, we will interview you.

Cheshire FA are committed to ensuring recruitment decisions will be based on merit with a focus solely on the skills and experience required for the job. Diversity monitoring data will not be used for selection purposes, but will be used to help ensure that policies, practices and procedures promote equality of opportunity.

Should you need any reasonable adjustments to the recruitment process, at either application or interview stage, please contact us directly via Referees@CheshireFA.com



INCLUSIVE

CHAMPIONING AND ENSURING THAT FOOTBALL
IS AVAILABLE AND SAFE FOR EVERYONE



PROGRESSIVE

COMMITTED TO CONTINUOUSLY IMPROVE
AND BE TRANSFORMATIONAL IN WHAT WE DO



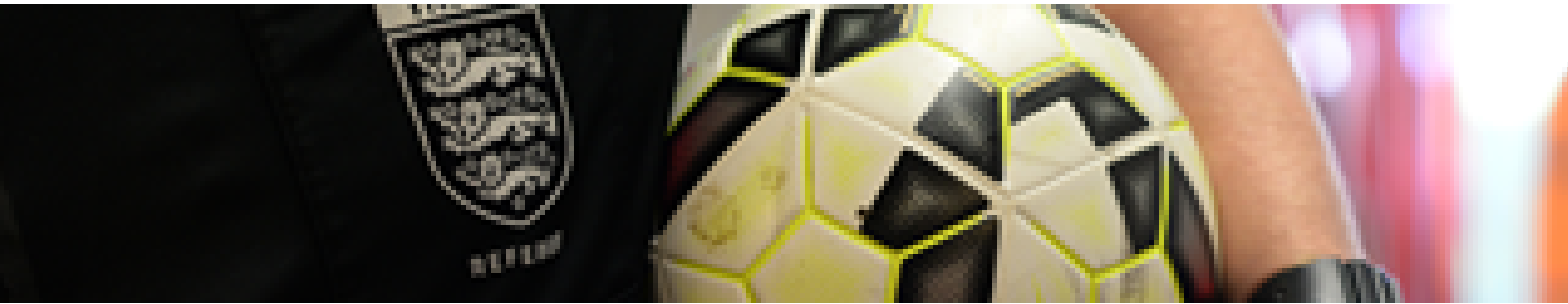
RESPECTFUL

SET THE STANDARDS FOR RESPECTFUL
BEHAVIOUR ACROSS THE GAME

Reports to: Referee Development Officer / Cheshire FA Referees Committee

Purpose:

- Appoint Match Officials as required to the Cheshire FA County Cup Competitions.
- Provide progression opportunities for Match Officials.
- To streamline Match Official appointments.
- Appointments of Registered Referees to fixtures whenever possible.
- Communicating with referees and clubs as necessary, building relationships.
- Provide an update report at Referee committee meetings and other times as necessary.
- Working with County FA, District FA and other relevant football organisations as required concerning refereeing matters, in particular the Cheshire FA Referee Development Officer (coverage figures, promotional candidates, continuous poor marks etc).



Responsibilities:

- Ensure all CFA appointed matches have a Registered Referee appointed.
- Keep an up to date and accurate calendar of games available and closed dates.
- Manage the appointments of appropriate referees to games.
- Highlight any praise/concerns regarding referees to the Referee Development Officer (RDO).
- Work collaboratively with the Referee Development Team (RDT), linking in with other roles where relevant to ensure referees are fully supported.
- Work closely with the County CORE Officer and RDO in providing names of referees who are consistently performing to a high standard.
- Attend RDT meetings.
- Attend Referee Committee meetings.
- Write a report each quarter to share with the RDO and RDT.
- Increase the activity of Match Officials so that the number of matches controlled by a qualified Referee increases in line with FA/ Cheshire FA targets.
- Ensure appointments are made with consideration of expense to affiliated clubs as per County requirements.
- Ensure all Match Officials adhere to FA regulations in respect of registration.

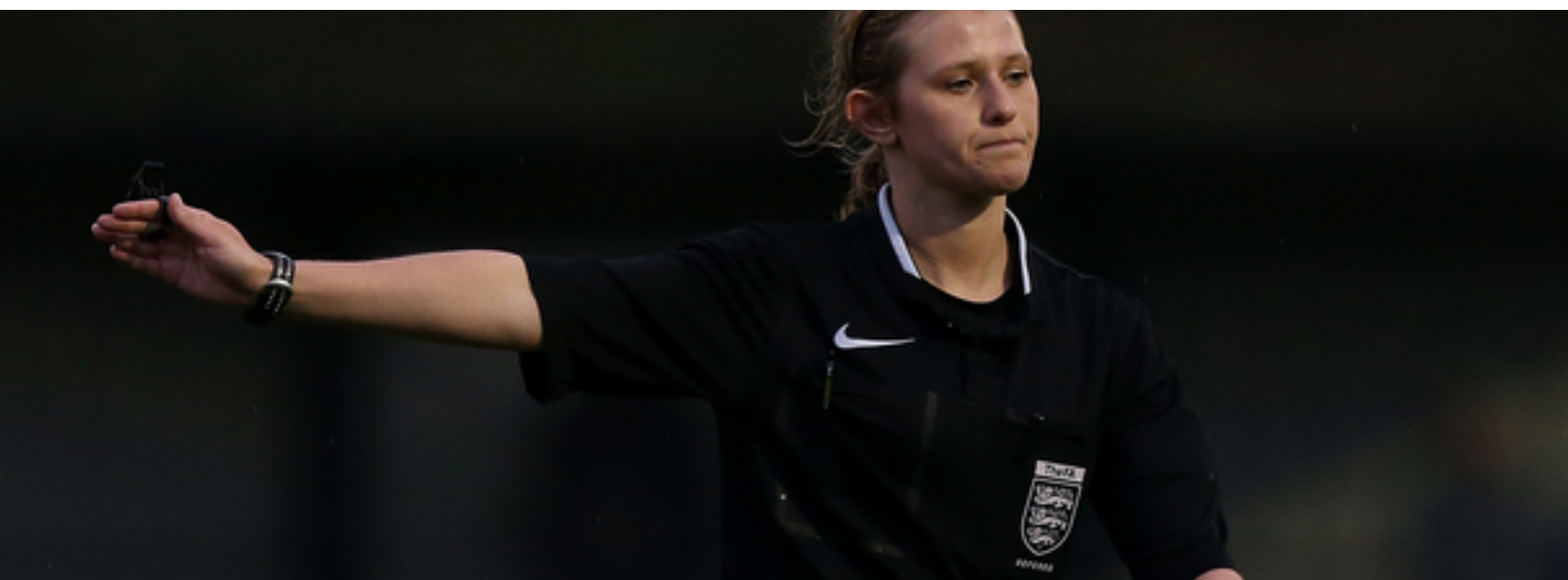




WHAT WE'RE LOOKING FOR

Knowledge, Experience & Technical Skills

- Ability to work flexible and unsociable hours including weekends.
- Diplomacy and the ability to deal appropriately with confidential information.
- Excellent organiser, communicator and time manager.
- Ability to work to tight deadlines.
- Knowledge of the structure and organisations within local football.
- Experience of working with volunteers and motivating others.
- Be contactable by telephone / email.
- Be IT literate with a good understanding of Microsoft Word & Excel.
- To appoint Match Officials within the FA Full Time Admin System and moving forward Whole Game System (WGS).



Person Specification

Essential

- An ability to communicate effectively and be organised.
- An understanding of the FA's Order of Precedence.
- Good IT skills.
- Availability to attend a quarterly RDT meeting and provide an appropriate report.
- Availability to attend Referee Committee meetings and provide an appropriate report.
- A valid FA DBS Check.
- A valid FA Safeguarding Children Qualification.

Desirable

- Experience as a Referee
- Experience of Referee Appointments

HOW TO APPLY



To apply for the role, please send your application letter outlining why you would make a good candidate for the role to Referee Development Officer, Nigel Freelove via referees@cheshirefa.com

We would also be very grateful if you can please complete our voluntary Equality & Diversity Monitoring Form, as detailed on page 1, upon submission of your application via this [link](#).

The **closing date** for applications is 5pm on **Friday 3rd June 2022**.

Due to the volume of applications received for most roles, we may only be able to contact candidates if they are shortlisted for interview. If you do not hear from us within five days of the closing date, you should assume your application has not been successful. We aim to provide feedback to shortlisted candidates who are unsuccessful at interview. However, due to the volume of applications received for most roles, we will unfortunately not provide feedback to those candidates who are not shortlisted for interview.

If you have any questions about the role, please contact Nigel Freelove for an informal discussion via 01606 87 11 66.

WHAT WE CAN OFFER

- You will get the chance to work with our nationally recognised leaders and help us to improve the work we do. You'll be part of a forward thinking and progressive County FA.
- An opportunity to work within football with the local governing body of the grassroots game here in the heart of Cheshire
- The chance to progress your career across the County FA Network throughout England and at The FA
- Access to high-quality training, networking and personal development opportunities

SAFEGUARDING

We are committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and the information provided. The successful candidate will also be required to undertake a safeguarding induction and safeguarding training as outlined by the FA.

GOOD LUCK!



OUR VALUES



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FOLLOW US ON SOCIAL MEDIA



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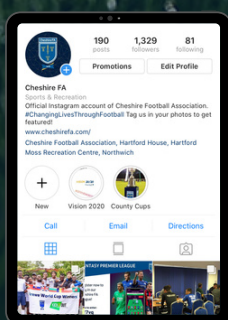
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