**Role Profile**

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| **Job Title:** | Referee Development Officer (RDO) | **Reports To:** | Governance Manager |

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| **Role Purpose:**  |
| * Support the delivery of the Cornwall FA Business Plan and its National Game targets
* Recruit, retain and develop match officials to suitably service the game within Cornwall
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| **Direct Reports:** | None |

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| **Key Accountabilities:**  |
| * Manage the online registration process for referee registration
* Develop and implement effective recruitment and retention strategies for referees that deliver County FA KPIs
* Lead and support the volunteer Referee Development Team in the delivery of referee development initiatives
* Provide a range of learning and development opportunities for the referee workforce including practical training and development, mentoring, seminars and on-line learning opportunities
* Implement strategies to increase the proportion of active BAME referees and provide support and guidance to the CFA Inclusion Advisory Group
* Implement strategies to increase the proportion of active female referees
* Provide support to the CFA Referees’ Committee and other working groups as required
* Provide support to the County Welfare Officer to ensure compliance with Safeguarding Children policies
* Manage the system of identifying new referees to develop within the Referee Development Group and the FA CORE programme
* Lead in the development of observers, tutors, mentors, coaches and other workforce volunteers
* Work with other Development Officers to support League and Club development programmes and Recreational football opportunities
* Work with the Governance team and Designated Safeguarding Officer to ensure an effective and efficient football discipline process
* Executes additional tasks as required in order to meet CFA’s changing priorities
* Ensure compliance with CFA’s health and safety policies
* Ensure that the CFA effectively implement and maintain the FA’s Safeguarding Operating Standard within Football.
* An understanding and awareness of generic Equality law and of good practice within sports equality
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**CFA Values and Behaviours**

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| **Behaviours:**  |
| * **Progressive** - We embrace new thinking in the pursuit of continuous improvement Innovation, Creative, Future thinking, Ground-breaking, Problem Solving, Challenge
* **Respectful -** We set the standards for respectful behaviour across the gameMaintaining Standards, Role modelling, Respecting others’ opinions and values
* **Inclusive** - We champion and ensure that football is and will remain a game for everyoneChampioning, Supporting, Including, Leading, Collaborative
* **Determined** - We are tenacious and accountable to each other in serving the whole game and doing the right thingDriven, Stamina, Tenacious, Focused, Resilient
* **Excellent** *-* The very best outcome can only be achieved by sustained excellence in performance

Be the best you can be, Striving for success, Excelling, Exceeding expectations |

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|  **Essential:** | **Desirable:** |
| **Knowledge*** Laws of The Game
* Structure and organisations within football
* Inclusion, equality, safeguarding and anti – discrimination best practice

**Experience*** Experience of refereeing and /or referee development
* Experience in working with a volunteer workforce

**Technical Skills*** Ability to work flexibly and sometimes unsociable hours
* Good communication skills (written and visual presentations)
* Diplomacy and the ability to deal appropriately with confidential information
 | * Be an active Match official
* Project management and planning
* FA Licensed Referee Tutor
* Referee observer, mentor or coach
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| **Enhanced CRC Check Required:** | YES  |
| **Full Driving Licence:** | YES |