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| **Job Title:** | **Referee Development Officer** | **Reports To:** | **CEO**  **FDM** |

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| **Job Purpose:** |
| * To support successful delivery of the County FA NGS targets in partnership with key stakeholders |

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| **Principal Accountabilities/Responsibilities:** |
| **Referee Recruitment**   * Know where, when and for what type of football, new and/or additional referees are required; Develop specific strategies to recruit referees accordingly in order to meet the demands across all forms and formats of the game. * Work with key stakeholders to engage with and recruit referees of different gender, age, race, ethnicity, physical ability, sexual orientation and religious beliefs * Work with FDO (Workforce) to plan and deliver an appropriate number of ‘high quality’ FA Referee courses across the County to maximise coverage across affiliated leagues * Develop and deliver alternative referee opportunities through the delivery of FA Futsal, Walking Football and Pan-Disability Football courses and workshops   **Observer/Mentor/Tutor Recruitment, Retention and Development**   * Alongside CFA Coordinator ensure that the CFA has enough numbers of suitably qualified observers to ensure promotion candidates receive the required number of reports * In conjunction with the FDO (Workforce) ensure that CFA has enough numbers of suitable, trained, quality tutors to ensure that new and aspiring referees receive appropriate support during their initial training and early games/career * Develop initiatives to ensure that observers, mentors and Tutors remain within the game, in their roles * Provide opportunities for Observers, Mentors and Tutors to develop through local, regional and National CPD   **Referee Retention**   * Manage the transition of referees successfully completing FA Referees course (including the required 5 games & call back meeting) and moving from trainee to Level 7 or Youth * Provide a range of support, incentives and learning and development opportunities to encourage referees to remain active for a minimum period of two years following their call back meeting * Manage, with the support of relevant Appointments Officers, the transition of referees successfully transitioning from Youth to Adult Football * Help to identify ‘ambitious’ and ‘talented’ referees and provide a range of learning and development opportunities including CFA Development/CORE Group, Academies, Mentors/Coaches etc. to retain their motivation to develop and/or progress up the promotion pathway   **Referee Development**   * Lead and support a programme that encompasses The CFA and FA Promotion process, ensuring that all referees are fully aware of the promotion criteria and fully supported to maximise their chance of being promoted * Manage, with the support of relevant appointment officer(s), the coordination and deployment of CFA County Cup Appointments, CFA League appointments and various other specified appointments as a means of developing officials across the County. * Provide a range of learning and development opportunities that allow the referee workforce to demonstrate good knowledge of the Laws of the Game, demonstrate suitable levels of fitness and technical understanding. * Provide leadership, assistance and guidance to the CFA Referees Working Committee in supporting referees within the County. * Create a clear development group structure appropriate for referees at different ages and stages of their development * Talent ID suitable referees for nomination to the FA CORE group in line with The FAs nomination process and timelines   **Referee Safeguarding**   * Contribute to the CFAs delivery of an effective safeguarding plan, including the Safeguarding Operating Standards * Undertake Safeguarding education or training as required by the CFA * Work with CFA Designated Safeguarding Officer (DSO) to ensure that all referees of youth football, observers, mentors, coaches operating below supply league level have an in-date DBS check and safeguarding qualification * Ensure that all youth referees have an appropriate link to a parent carer on the FA Whole Game System * Ensure all projects have considered, planned and implemented necessary Safeguarding requirements * Read and comply with The FA Safeguarding Children and Adults at Risk Policies and our safeguarding procedures * Act in an appropriate way at all times, promptly reporting any concerns about safeguarding or the protection of children and young people and adults at risk * In conjunction with the CFA DSO establish a working party of Young Referees to allow for effective communication and consultation around referee development * Offer appropriate support to ensure wellbeing of all referees but in particular those who may have been assaulted, subject to abuse, charged with a disciplinary offence or report poor mental health.   **Referee Administration**   * Manage, with the support of CFA Football Services Officer (FSO) the referee registration process to ensure that all referees are registered with the CFA * Undertake a mapping exercise of ‘lapsed referees’ to establish reason(s) and possible solutions to encourage referees to remain registered with the CFA * Oversee the nomination process of CFA referees to The FA for appointments to appropriate FA Competitions * Work with CFA Football Development Manager (FDM) and Data Lead, to undertake regular analysis of data to assist with the recruitment, retention and development of the referee workforce * Provide support to CFA FSO around discipline process and encouraging referees to submit accurate reports in a timely manner. * To communicate annually any changes in Law and or policy to grassroots workforce * Support FSO to ensure that any form of discrimination is reported in a correct and timely manner * .   **Contribute towards raising the profile and perception of The CFA in leading and developing grassroots football**   * To assist in maintaining Cumberland FAs Continuous Improvement and Customer Excellence Plans to ensure provision of an excellent standard of Customer Service and Delivery. * Work with CFA MarCom’s Officer to utilise social media appropriately to communicate positive ‘refereeing news’ and to help raise the profile of the CFA * Create and manage a Refereeing Steering Group * To update and document operating procedures. * Consult with relevant key stakeholders to ascertain feedback to assist in the production of the CFA Policies, Procedures and Operational Plan * Identifying areas for improvement, within your areas of work, and establishing processes to correct those areas identified. * Lead upon the MARCOMMS for your programmes to raise the profile of the CFA in developing grassroots football |

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| **Knowledge/Experience/Technical Skills/Behaviours** | | |
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| **Essential**   * Graduate calibre * Experience of Refereeing and /or Referee Development * Knowledge of the structure and organisations within football * Knowledge of the Laws of The Game * Demonstrate an understanding of inclusion, equality and anti – discrimination, safeguarding and best practice * Ability to think and work strategically with fellow staff/partner organisations to successfully deliver plans, programmes and courses * Excellent interpersonal and team working skills * Good self-management of time and the ability to meet deadlines * Good organiser and administrator (ability to co-ordinate delivery) * Ability to work independently * Ability to work flexibly and sometimes unsociable hours including on an evening and at weekends * Experience in working with a volunteer workforce * Excellent communication skills (written and visual presentations) * Diplomacy and the ability to deal appropriately with confidential information * Excellent administration and IT Skills (Microsoft Office, Excel, Word, PowerPoint, Internet and E-Mail) * Full Driving Licence | **Desirable**   * Active Match official * Project Management and Planning * FA Licensed Referee Tutor * Referee Observer * Sports Development/Other relevant qualifications * A detailed knowledge of The FA National Game Strategy * An understanding of CFA operations * Passion and knowledge of local grass roots football and its organisational and workforce structures * Knowledge of partner organisations within the CFA locality * Knowledge of/experience with FA Information Technology systems including WGS and Full-Time * Project Management skills/experience * Negotiating/Influencing skills and an ability to deal with and manage conflict. * Ability to analyse complex data * Ability to communicate the interpretation and analysis of data. * Experience at report writing * Budget management skills/experience * Demonstrate success providing a range of customer support services * Demonstration of equality and Safeguarding in action | |
| **Values** | | |
| * **Connecting – with our members in an approachable and flexible manner to suit our grassroots community** * **Supporting – our members in an honest, equal and fair way** * **Developing – grassroots football within the county, promoting safeguarding, respect and equality in everything we do.** | | |
| **Further Information**  **As this role involves regulated activity with children or young people under the age of 18, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role.** | | |
| **Completed by Name/Role:** | | Ben Snowdon (CEO) |
| **Signature:** | | Ben Snowdon |
| **Date:** | | Sept 2019 |
| **Signed by Job Holder:** | |  |
| **Printed Name:** | |  |
| **Date:** | |  |

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive.  The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.