



Derbyshire County FA

Referee Development Officer

Job Title:	Referee Development Officer		
Reports To:	Football Development Manager	Direct Reports:	Volunteers and coaches who support the delivery of the football development programmes across the County FA

1. Job Purpose

- To lead the delivery of The FA Referees Department Strategy/National Game strategy in the County FA.
- To lead and implement effective recruitment and retention strategies
- To monitor the referee workforce and provide suitable support and guidance
- Work towards providing a registered referee for every affiliated game of football in the County
- To support the Football Services Team with investigations and support to referees
- Ensure that the CFA effectively implement and maintain the FA's Safeguarding Operating Standards within Football

2. Principal Accountabilities/Responsibilities

Refereeing;

- To implement the Referees section of the County FA Operational Plan / National Game Strategy
- To lead and develop effective recruitment strategies covering retention initiatives
- To lead and develop a robust and inspiring development programme for all referee levels covering recruitment, retention and development of referees
- To develop refereeing opportunities to diverse communities in line with DCFA Inclusion Plan
- To support the online registration process for referee registration through the Whole Game System
- To educate and support the successful use of the Whole Game System for Match Officials reporting
- To lead and develop effective retention strategies and decrease the number of referees leaving the game
- To identify and put in place key initiatives aimed at improving the behaviour of all involved in football via The FA's Respect Programme in conjunction with the Football Development Officers.
- To implement the system of identifying talented referees in order to nominate those showing potential to The FA CORE Programme
- To assist in the recruitment and continued development of all Observers, Tutors, Mentors and other volunteers involved in supporting referees
- To support and develop Referees at Level 5 to Y showing potential via a County CORE Programme.
- To offer alternative environments for officials to operate (i.e. Mini-Soccer, Futsal, Small Sided, etc.)
- To work with the Fitness Coordinator, Observer Co-ordinator and County CORE Co-ordinator to support promotion candidates and provide The FA with applicants meeting the criteria
- To work in partnership with all members of the DCFA team
- To lead and coordinate a volunteer Referee Development Team to support the key strategic objectives of Refereeing
- To maintain efficiently and effectively the Referee Operational Plan budget

- To report quarterly to DCFA Line Manager
- To attend bi-annual FA RDO meetings
- Lead on planning and delivery of a Referee Course programme based on the needs of the County (e.g. introduction evenings)
- To administer The FA, County Cup, Schools FA and other partners appointments of Match Officials where appropriate
- To explore opportunities with other partners for Refereeing initiatives
- To Plan and deliver a Referee Development Day for all Referees within the County
- Offer support and guidance to the Referee Associations within the County

Safeguarding:

- To work in accordance to The FA Safeguarding Operating Standards and abide by the Safeguarding Code of Conduct
- Deputise in the absence of the Designated Safeguarding Officer

County Support:

- To support CFA engagement via improved data gathering, research & insight and targeted communications
- Executes additional tasks as required in order to meet CFA’s changing priorities
- Ensure compliance with CFA’s health and safety policies
- Support key marketing initiatives through the delivery of bespoke events and networks
- To support and deliver RESPECT messages in support of raising standards across the game
- To carry out any other duties prescribed by the Chief Executive Officer when necessary.

3. Knowledge/Experience/Technical Skills/Behaviours


a) Knowledge/Experience/Technical Skills

Essential: -

- Experience of Sports/Football/Referee Development
- Knowledge of the Laws of Association Football
- Knowledge of The FA National Game Strategy
- Knowledge of Whole Game System and Full-Time
- Credible experience in Refereeing
- Good self-management of time and the ability to meet deadlines
- Ability to work independently
- Ability to work strategically with partner organisations to deliver referee programmes and courses
- Experience at report writing and excellent IT skills
- Excellent communications, interpersonal, team-working and presentations skills
- Ability to analyse and communicate the interpretation of complex data
- Diplomacy and the ability to deal appropriately with confidential information
- Knowledge and understanding of Sports equity

Desirable: -

- Knowledge of League and Club Structures
- An understanding of FA Regulations and Sanctions.
- Knowledge of non-traditional organisations that support volunteers in the grassroots game.
- Knowledge of Participant, and EMS/LMS systems
- Negotiating skills.
- Ability to deal with and manage conflict.
- FA Licensed Referee Tutor (Level 2)

<ul style="list-style-type: none"> ▪ A Full UK driving license ▪ A working understanding and application of inclusion, equality and anti-discrimination, safeguarding and best practice 	
b) Behaviours – as defined in the County Football Association Competency Model	
<ul style="list-style-type: none"> ▪ Problem Solving ▪ Teamwork ▪ Communicating ▪ Delivery ▪ Customer Excellence ▪ Developing Self and Others ▪ Leadership 	
Completed by Name/Role	R Stevenson / CEO
Signature	
Date	13 May 2019