**Role Profile**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title:** | Senior Referee Development Officer (Snr RDO) | **Reports To:** | *CEO* | **Grade:** | **N/a** |

|  |  |
| --- | --- |
| **Role Purpose:** | |
| * Support the delivery of the County FA Moving Forwards Strategy * Be a member of the Senior Leadership Team (SLT) * Manage the Referees Department and support the delivery of Referees Strategy and Operational Plan * Manage the Referees Department Budgets * Recruit, retain and develop match officials to suitably service the game within the county * Strategically work with key partners to enhance the support and guidance to the referee workforce | |
| **Direct Reports:** | Referee Development Officer (RDO) |

|  |
| --- |
| **Key Accountabilities:** |
| * Provide reports to Chief Executive & County FA Board on all referee matters * Provide support and guidance to the Referee Development Officer as Line Manager * 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 Designated Safeguarding Officer to ensure compliance with Safeguarding Children policies * Manage the system of identifying young referees to develop within 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 Manager 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 |

**CFA Values and Behaviours**

|  |
| --- |
| **Behaviours:** |
| * **Understanding;** We are supportive, empathetic and knowledgeable, using insight and data to drive decision-making * **New Innovations;** We are proactive and creative to improve existing formats of football and explore new ways of delivering the game * **Integrity;** We are fair, honest, reliable and accountable and commit to “doing what we said we would do”, ensuring equality and diversity to develop football for all and making sure all those who wish to be involved are supported and encouraged * **Teamwork;** We work collaboratively and inclusively with each other, across all areas of the business, and with our partners across the game, to optimise all our opportunities * **Excellence;** We aim to deliver high-quality football services, seeking feedback and constantly reviewing our work, to develop our services based on the needs of our community and individual customers |

|  |  |
| --- | --- |
| **Essential:** | **Desirable:** |
| **Knowledge**   * Credible knowledge of the 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 * Experience of working with partner organisations and stakeholders   **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 * Line Management experience * Project management and planning * FA Licensed Referee Tutor * Referee observer, mentor or coach * Experience of using Microsoft Office including Word, Excel, Outlook and PowerPoint and also web conferencing technology |
| **Enhanced DBS Check Required:** | YES |
| **Clean Full Driving Licence:** | YES |

|  |  |
| --- | --- |
| **Created by:** | *Brendan Walshe* |
| **Date Role Profile Created:** | 22nd January 2019 |
| **Signed by Role Holder:** |  |