

## Role Profile

<b>Role Title:</b>	<b>Hunts FA Referee Mentor</b>		
<b>Reports To:</b>	<b>Referee Development Officer</b>	<b>Jobs Reporting into the Role Holder:</b>	<b>None</b>
<b>1. Job Purpose</b>			
<ul style="list-style-type: none"> <li>Hunts FA Referee Mentors will be appointed to mentor and provide support to new officials within the County. This will include supporting new referees through their first five matches and transition from being a trainee to a Level 7 or Youth status.</li> </ul>			
<b>2. Key Responsibilities / Accountabilities</b>			
<ul style="list-style-type: none"> <li>To provide a range of support, learning and development opportunities to nominated referees within their first five matches within affiliated Leagues.</li> <li>To liaise with the Hunts FA Referee Development Officer during the programme.</li> <li>To liaise with the Leagues appointments officers with regards to support, observations and availability.</li> <li>To complete all necessary documentation associated with the role of mentoring and observing.</li> <li>To provide the referees being mentored with an action plan that is signed off by the Referee Development Officer.</li> <li>To attend an FA Mentoring workshop within 3 months.</li> <li>To abide by all Hunts FA policies and procedures when representing the Hunts FA in any business.</li> <li>To maintain in date and accepted FA CRC and FA Safeguarding Children Workshop.</li> <li>To follow FA and Hunts FA Safeguarding policies, procedures and best practice recommendations ensuring that Safeguarding is at the forefront of all actions carried out.</li> <li>To Sign a Safeguarding Code of conduct</li> <li>To use the required communication channels when undertaking roles associated with a Referee Mentor</li> <li>To 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 directly to the Hunts FA Designated Safeguarding Officer (or deputy) or statutory organisation as required.</li> <li>To use the whistleblowing policy if required to ensure the integrity of processes and safeguarding of children and young people</li> <li>To attend all relevant training as specified by The FA and Hunts FA on an annual basis</li> <li>To ensure that you handle confidential information with regard to the best interests and reputation of The Hunts FA.</li> <li>To maintain an appropriate standard of dress and personal appearance whilst on Hunts FA Business and to conduct themselves in a professional manner.</li> <li>To, at all times, act in the Best Interest of the game and The Hunts FA and shall not act in any manner which is improper or brings the game into disrepute or use any one, or a combination of violent conduct, serious foul play, threatening, abusive, indecent or insulting behaviour.</li> <li>To not carry out any act of discrimination by reason of ethnic origin, colour, race, nationality, religion or belief, gender, gender reassignment, sexual orientation, disability, age, pregnancy, maternity, marital status or civil partnership, unless otherwise permitted by law and The Rules or regulations of the FA.</li> </ul>			

3. Knowledge/Experience/Technical Skills/Behaviours	
<p><b>Essential: -</b></p> <ul style="list-style-type: none"> <li>• Experience of Refereeing and /or Referee Development</li> <li>• Knowledge of the structure and organisations within football</li> <li>• Knowledge of the Laws of The Game</li> <li>• Demonstrate an understanding of inclusion, equality and anti – discrimination, safeguarding and best practice</li> <li>• Friendliness, Approachability and Patience</li> <li>• Good self-management, organiser and administrator</li> <li>• Ability to work flexibly and sometimes unsociable hours including on an evening and at weekends</li> <li>• Excellent communication skills (written and visual presentations)</li> <li>• Excellent administration and IT Skills (Microsoft Office, Excel, Word, PowerPoint, Internet and E-Mail)</li> <li>• Full Driving Licence</li> </ul>	<p><b>Desirable: -</b></p> <ul style="list-style-type: none"> <li>• Referee Observer</li> <li>• An understanding of Hunts FA operations</li> <li>• Passion and knowledge of local grass roots football and its organisational and workforce structures</li> <li>• Knowledge of/experience with FA Information Technology systems including WGS and Full-Time</li> </ul>
<b>B) Behaviours</b>	<b>C) Hunts FA Values</b>
<ul style="list-style-type: none"> <li>• <b>Good communications skills; open-minded and articulate</b></li> <li>• <b>Customer Excellence</b></li> <li>• <b>Developing Self and Others</b></li> <li>• <b>Leadership</b></li> <li>• <b>Visionary: future orientation</b></li> <li>• <b>Ability to influence others, without dominating</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>DIVERSITY</b> – We recognise diversity in people and ideas.</li> <li>• <b>ACCOUNTABILITY</b> – We acknowledge and assume responsibility for the actions, products, decisions, and policies we take.</li> <li>• <b>COLLABORATION</b> – Together we make football stronger and contribute to its development more. Greater success, comes from sharing our goals and support to our stakeholders.</li> <li>• <b>PRIDE</b> – We take pride in our work. We check and challenge and better those around us.</li> <li>• <b>SIMPLIFY</b> – Football is simple, let's keep it that way.</li> <li>• <b>INNOVATION</b> – Pursuing new can creative ideas that ensure that we stay relevant to our community needs and requirements.</li> <li>• <b>COMMUNITY</b> – We are part of a community and we measure our success on how we benefit that community</li> </ul>
Completed by Name/Role	
Signature	
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.