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| **Role Title:** | **Jersey FA Referee Mentor** | **Reports To:** | **Jersey FA Referee Mentor Co-Ordinator** |

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| **Role Purpose:** |
| * Jersey FA Referee Mentors will be appointed to help referees through the early months of refereeing. This will include supporting young referees through their first five matches and transition from being a trainee to a Level 7 or Youth status. |

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| **Principal Accountabilities/Responsibilities:** |
| * To represent the Jersey FA in a positive manner at all times * To provide a range of support, learning and development opportunities to nominated referees within their first five matches within the Combination League. * To liaise with the Jersey FA Football Development Manager during the programme. * To offer positive encouragement to all referees involved in the programme. * To liaise with the League appointments officer with regards to support, observations and availability. * To complete all necessary paperwork associated with the role of mentoring. * To provide the referees being mentored with an action plan. * To abide by all Jersey FA policies and procedures when representing the Jersey FA in any business. * To follow FA and Jersey FA Safeguarding policies, procedures and best practice recommendations. * To sign a Safegaurding Code of Conduct * To maintain in date and accepted FA CRC and FA Safeguarding Children Workshop. * To use the required communication channels when undertaking roles associated with a Referee Mentor * 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 Jersey FA Designated Safeguarding Officer (or deputy) or statutory organisation as required. * To use the whistleblowing policy if required to ensure the integrity of processes and safeguarding of children and young people. * To attend all relevant training as specified by the FA and Jersey FA on an annual basis. * To ensure that you handle confidential information with regard to the best interests and reputation of the Jersey FA. * To maintain an appropriate standard of dress and personal appearance whilst on Jersey FA business and to conduct themselves in a professional manner. * To treat others with respect and dignity (including but not limited to Jersey FA Staff). |

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| **Knowledge/Experience/Technical Skills/Behaviours** | | |
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| **Essential**   * 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; * Friendliness, Approachability and Patience; * Good self management, organiser and administrator; * Ability to work flexibly and sometimes unsociable hours including on an evening and at weekends; * Excellent communication skills (written and visual presentations); * Excellent administration and IT Skills (Microsoft Office, Excel, Word, PowerPoint, Internet and E-Mail); * Full Driving Licence | **Desirable**   * An understanding of Jersey FA operations; * Passion and knowledge of local grass roots football and its organisational and workforce structures; * Knowledge of/experience with FA Information Technology systems including WGS and Full-Time; * Experience of Refereeing and/or Referee Development | |
| **Values** | | |
| **Unified, Trusted, Positive, Professional, Collaborative** | | |
| **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:** | | Brian Oliver (FDM) |
| **Signature:** | | Brian Oliver |
| **Date:** | |  |
| **Signed by Role Holder:** | |  |
| **Printed Name:** | |  |
| **Date:** | |  |

This role 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 role.