



**ENGLAND
FOOTBALL**

LINCOLNSHIRE FA

**Referee Development Manager
RECRUITMENT INFORMATION PACK**



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WHO ARE THE LINCOLNSHIRE FA?

Now is an exciting time to be joining the Lincolnshire Football Association.

An inspiring and professional organisation, the Lincolnshire Football Association (LFA) is the not-for-profit governing body of football in Lincolnshire. We are the home of grassroots football in Lincolnshire, and we are committed to providing opportunities for all our communities to engage in football activities.

We are the guardian of the national game in Lincolnshire. Today we have over 1,800 teams under our banner, stretching across one of the largest geographical counties in the country. We have delegated powers from the FA to manage rules and regulations to ensure fair play in the grass roots game, both on and off the pitch. We are responsible for developing the local game and strive to positively influence football participation for all, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

OUR VISION

One Lincolnshire Community, united and inspired by the power of football.

OUR MISSION

To provide our communities with the platform to engage, unite and thrive through a safe and inclusive football experience.

OUR VALUES

As an Association we know that our values and beliefs are key to creating the right culture for us to succeed in the achievement of our Vision and Mission. Everyone who represents Lincolnshire FA strives every day to bring these beliefs to life.

We believe in:

- Acting with integrity, by ensuring we do the right thing and not the easy thing (even when no one is watching) is in the best interest of the game.
- Being progressive in all that we do, always looking for ways to continuously improve through giving our staff the freedom to innovate will help us best meet the needs of the game.
- Being transparent in all that we do will help us build relationships that will stand the test of time as they will be based upon high levels of trust.
- Recognising and rewarding the hard work, effort, and achievements of everyone who supports and makes the game possible 'For All,' which will help us to ensure that people who make a positive difference feel valued and appreciated.
- The pride we have for the work we do drives us to care about everyone involved in football in our community as we know this will be key to making our Vision a reality.





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INTRODUCTION TO THE LINCOLNSHIRE FOOTBALL ASSOCIATION



Our strategy 'One Lincolnshire Community, united and inspired by the power of football' aims to build on the strong foundations that have been developed.

Whilst the past recent years have been challenging for all of us, the Lincolnshire FA has not only survived all that has been thrown our way but has indeed grown the game and the business with progress being made on a number of fronts, namely:

- Continued growth in male participation
- Substantial growth in the women's and girls' game, both in participation and profile
- Growth in the number of disabled players accessing the game

- An increased commitment and delivery on our wider inclusion agenda
- Continued growth in the number of volunteers servicing and supporting our game
- Development of non-traditional formats of the game
- Increased level of external investment in the grassroots game
- Development of new partnerships
- Improved relationships with stakeholders and increased customer service satisfaction

The Association continues to be challenged in a number of ways as the game adapts to how people live their lives and wish to access their passions and hobbies. I passionately believe the Association and the grassroots game in Lincolnshire are in a strong position to further develop and enhance the opportunities available to our communities. Whilst the future promises to be challenging, as we embed our strategy, delivering key targets and objectives it is also a exciting time to be at the forefront of developing football across the county.

Nick Hanson
CEO

For further information please see the links to our new strategy and latest annual report.

STRATEGY 2021-2026:



END OF YEAR REPORT: 2022-23





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THE ROLE REFEREE DEVELOPMENT MANAGER

The Lincolnshire Football Association is seeking to recruit a Referee Development Manager to support the delivery of The FA National Game Strategy, the FA's Refereeing Strategy and the Lincolnshire FA's strategy in partnership with key stakeholders across Lincolnshire.

This pack provides the following, to assist individuals when considering whether they have the relevant skills and attributes required for the role:

- Role Information & Advert
- Role Profile
- How to apply - Application Form **(Including an Equality & Diversity monitoring form)**

The successful applicant will lead the delivery of the referee development programme, being responsible for the consistent delivery of a high level of performance and customer excellence. We are looking for an individual with a passion for the game, and for refereeing in particular, who wants to make a difference to football across Lincolnshire. The successful candidate will work closely with the Head of Football Development to provide strategic direction as we seek to deliver The FA's Refereeing Strategy and achieve the four transformational goals to: make refereeing an attractive career choice; improve the refereeing experience; make refereeing more inclusive and enhance refereeing performance and development.

To be successful, applicants must be able to demonstrate an understanding of the role and how their expertise and experience will enable them to meet the essential and desirable criteria. The interview panel must be convinced of the individual's passion for refereeing, professionalism and understanding the integral role match officials deliver within grassroots football. Applicants should have knowledge and experience of referee development, understand grassroots football and experience of working with volunteers.

They should be computer literate, have an interest and background in football, with good presentation and communication skills, be able to work under pressure, handle multiple priorities and meet deadlines. They will need to demonstrate exceptional customer service, be able to work as part of a team with excellent planning skills and be able to work occasional evenings and weekends.

The successful applicant will report to the Head of Football Development and thereafter to the Chief Executive Officer.

The Lincolnshire FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.



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WHAT CAN THE LINCOLNSHIRE FA OFFER?

- An exciting opportunity to join a forward thinking, progressive sports organisation
- A competitive salary
- An exciting opportunity to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal and professional development
- A Workplace Pension Scheme
- Access to our health and dental support plan
- Access to some FA employment benefits
- A modern hybrid working model
- Hours of work are 35 hours per week between 9am to 5pm, Monday to Friday with occasional evening and weekend work.

This position will receive 33 days annual leave including banks holidays and a salary of £28,688 - £31,160 with a six month probationary period.

For any questions about the role or if clarity is required on the recruitment pack, please contact Nick Hanson Chief Executive Officer at Nick.Hanson@lincolnshirefa.com.

To apply please complete and return the application form and the following **Equality & Diversity monitoring form**.

The closing date for applications is 9am on Monday 25th March although Lincolnshire Football Association reserve the right to close the process earlier than advertised.

Interviews will be conducted w/c 8th April.

To apply please email to Nick.Hanson@LincolnshireFA.com, with the subject line, Strictly Private & Confidential or by post to the following address:

Strictly Private & Confidential
Mr Nick Hanson
Chief Executive Officer
Lincolnshire FA
Deepdale Enterprise Park
Deepdale Lane
Nettleham
Lincoln
LN2 2LL





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ROLE PROFILE

Job Title	Referee Development Manager
Reports to	Head of Football Development
Salary	£28,688 - £31,160
Role Purpose	<ul style="list-style-type: none">• To support delivery of The FA Grassroots Football Strategy, FA Referee Strategy and the Lincolnshire FA Business Strategy.• To recruit, convert, retain, develop and progress referees to service the game.• To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.• To support the adoption of FA technology systems across grassroots football.• To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.
Direct Reports	Referee Workforce (Support Leads, Mentors, Observers, Tutors)
Location	Lincolnshire FA Office with opportunity to work at home as agreed with line manager
Working Hours	35 hours a week
Contract Type	Fixed term until 30th June 2028





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RESPONSIBILITIES

KEY RESPONSIBILITIES

- Identify areas of need for referees across all formats of the game within the locality served by the County FA and implement recruitment strategies accordingly.
- Implement strategies for new referees, to convert them from trainee referees to active referees.
- Support referees within the grassroots game to retain them within refereeing season-on-season.
- Actively promote and support referees to progress through the refereeing pyramid.
- Provide an offer of, and lead, the delivery of referee development initiatives for grassroots referees, promotion candidates and referees with the potential and opportunity to progress through the refereeing pyramid.
- Liaise with local leagues to ensure the appointment of appropriately registered referees.
- Identify referees with the potential and opportunity to develop within the Association CORE/Referee Academy and The FA CORE programme.
- Assist in the development of the referee developer workforce: observers, tutors, mentors, coaches and other volunteers involved in supporting referees ensuring that all safeguarding criteria are met.
- Support referee registration ensuring all safeguarding criteria are met.
- Support referees in submitting discipline reports, including reporting discrimination, as well as actively supporting referees following challenging situations.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18 referees and adults at risk within refereeing.
- Provide guidance to under-18 referees to support them on matchdays.
- Ensure that a parental link is added to all CRM records in The FA's Whole Game System for all under-18 referees.
- Risk assess all events and activity for under-18 referees and where the Association directly deploys under-18 referees and volunteers to ensure that appropriate safeguards are in place.
- Ensure mentors working with under-18 referees are appropriately qualified and trained and are aware they are in a relationship of trust and the expectations of them in this regard.
- Regularly meet with the Designated Safeguarding Officer and Disciplinary Department in all matters where it is apparent that there has been abusive behaviour involving under-18 players and/or where the referee is under-18 or identifies as an adult at risk.

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RESPONSIBILITIES

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- Listen to and consult with under-18 referees on their experiences as part of the Associations youth engagement strategy.
- Utilise the feedback from under -18s and adults at risk to enhance the refereeing experience and fun and safety in grassroots football.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, MOAS, Matchday app and Full-Time).
- Implement strategies to increase the number of active BAME referees and provide support and guidance to the Association Inclusion Advisory Group.
- Implement strategies to increase the number of active female referees.
- Provide support to the Associations Referees' Committee
- Work collaboratively with The FA Referees' Department on local and national initiatives.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Association and grassroots football.
- Execute tasks as required to meet the Association changing priorities.





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BEHAVIOURS:

THE JOB HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE VALUES AND BEHAVIOURS DESCRIBED BELOW

- Acting with integrity, by ensuring we do the right thing and not the easy thing (even when no one is watching) is in the best interest of the game.
- Being progressive in all that we do, always looking for ways to continuously improve through giving our staff the freedom to innovate will help us best meet the needs of the game.
- Being transparent in all that we do, will help us build relationships that will stand the test of time as they will be based upon high levels of trust.
- Recognising and rewarding the hard work, effort, and achievements of everyone who supports and makes the game possible 'For All', which will help us to ensure that people who make a positive difference feel valued and appreciated.
- The pride we have for the work we do drives us to care about everyone involved in football in our community as we know this will be key to making our vision a reality.
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PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL

- A degree level qualification or equivalent experience.

DESIRABLE

- A current registered referee.

SKILLS

ESSENTIAL

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills.
- Excellent creative problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

DESIRABLE

- Individual and group coaching and training skills
- Practiced at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of referees
- Capability to create multiple reports, budgets and plans





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KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Experience of refereeing and/or referee development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of the laws of the game.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

DESIRABLE

- Knowledge of The FA's Grassroots Football Strategy.
- Knowledge and experience of football or sports development.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.
- A current FA Referee Developer.

ENHANCED DBS CHECK REQUIRED

YES

CLEAN, FULL DRIVING LICENCE?

YES

JOB DESCRIPTION REVIEWED AND MODIFIED BY:

Nick Hanson – CEO

DATE JOB DESCRIPTION REVIEWED AND MODIFIED:

JOB DESCRIPTION AUTHORISED BY:

Nick Hanson

SIGNED BY JOB HOLDER (ON APPOINTMENT):

DATE SIGNED:



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APPLICATION FORM

The decision to invite you to attend for interview will be based on the information you provide on this form. The Lincolnshire FA is an Equal Opportunities Employer.

Position applied for:

PERSONAL DETAILS

Please complete in BLOCK CAPITALS

First Names:

Surname:

Mr / Ms / Mrs or preferred title:

Are you over the age of 18?

Address:

Post Code:

Email Address:

What is the best day and time to contact you?

What is the best number to contact you on?

Do you hold a full current driving licence?

Do you have an accepted FA DBS (Criminal Records Check)*

*If you do not hold an FA DBS, it may be a requirement for this to be completed before appointment.

EDUCATION AND TRAINING

Please provide details of your education, qualifications and training that you have completed or are currently undertaking.

Dates	Details of School/College/Institution	Course or Qualification	Grade

Please attach a continuation sheet if required





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EMPLOYMENT & VOLUNTEERING HISTORY

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, your job title and brief details of your responsibilities. Also include salary and benefits package (where applicable and relevant).

Dates	Employers name/nature of business	Job title	Key Responsibilities	Salary/ Benefits

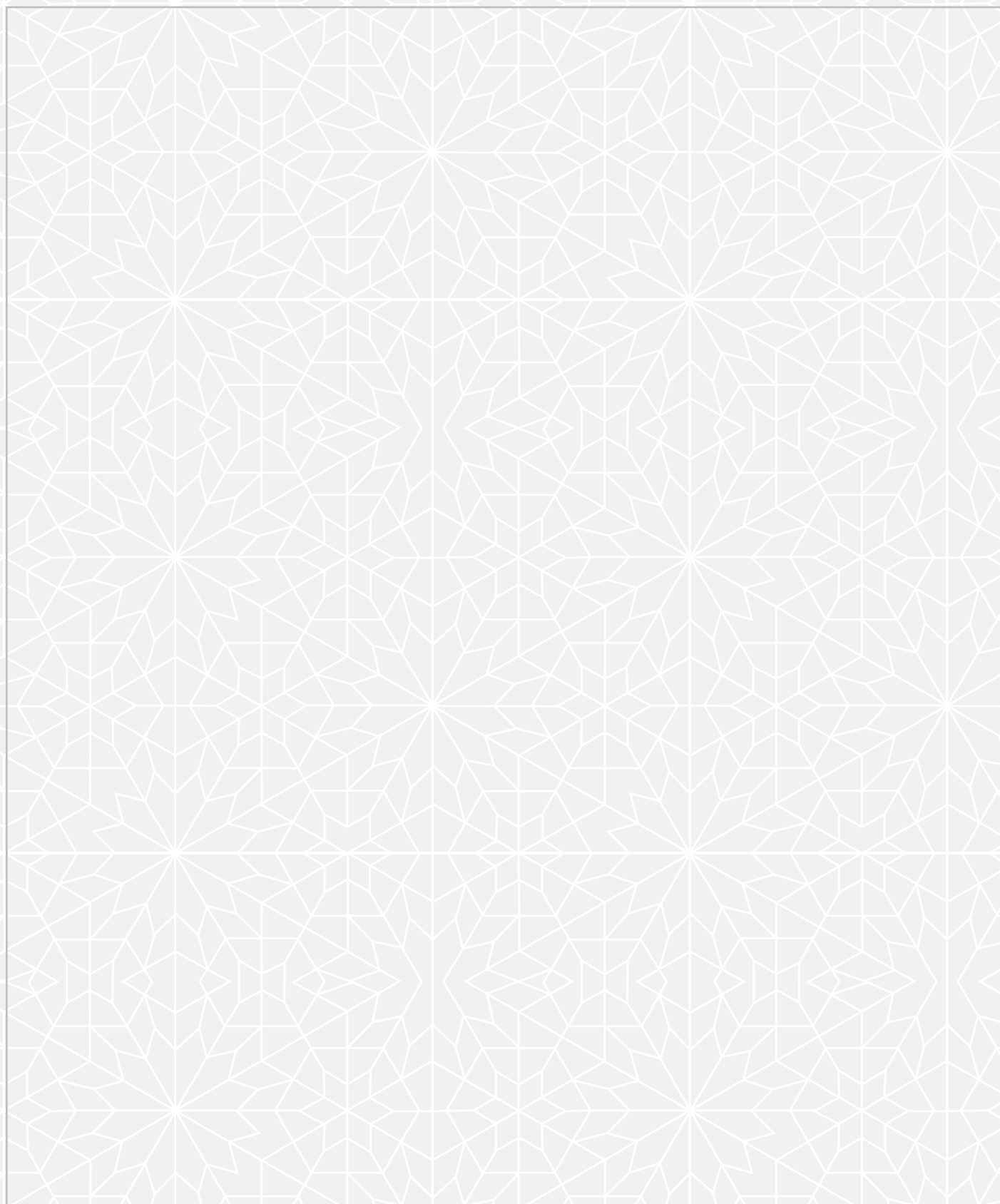
Please attach a continuation sheet if required

HOW DO I MEET THE REQUIREMENTS OF THE ROLE?

Please outline the skills and experience that you have which are appropriate to demonstrate your suitability for the advertised role and how you would meet the essential and desirable knowledge, experience and skills required. Please include any paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. In your application please ensure you have read and fully understand the job advertisement and the role description provided.



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NAMES AND ADDRESS OF REFEREES

Please give the name and address of two referees, one being your most recent employer

	First Referee	Second Referee
Name		
Address		
Postcode		
Telephone		
Email		
Relationship to you		

ADDITIONAL INFORMATION

Do you require a work permit or are there any restrictions on your ability to work in the UK?

If yes, please give further details:



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If your application is successful what notice period would you have to provide your current employer?

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DECLARATION

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

Signature:

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Date:

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