**Role Description & Person Specification**

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| **Role title** | LCFA Referee Observer Coordinator |
| **Reports to** | CFA RDO |

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| **Job purpose(s)** | |
| The LCFA Observer Coordinator is responsible for the coordination of the observer activities involving LCFA referees at levels 7, 6 and 5 who are in the LCFA Promotion Scheme. The role will also be responsible for supporting the LCFA Referee Development Officer (RDO) in deciding the training and development needs of all LCFA referee observers. | |
| **Direct reports** | None |

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| **Location** | **Liverpool County FA Head Office**  **Walton Hall Park, Walton Hall Avenue, Liverpool, L4 9XP** |
| **Working hours** | Flexible |
| **Contract type** | Voluntary |

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| **Responsibilities** |
| * To ensure that each referee achieves their minimum requirement of observer reports. * To establish and engage with the LCFA referee observer workforce. * To improve the overall quality of the LCFA referee observer workforce. * To provide support and assistance to LCFA referee observers throughout the season. * To increase the number of active LCFA referee observers. * To engage within training of new referee observers, whilst offering development opportunities and progression for the current referee observer workforce. |

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| **Person specification** | |
| **Essential**   * Experience as a referee. * Experience as a referee observer. * An ability to give guidance and advice through verbal or written feedback in a constructive manner. * An understanding of the promotion scheme and other development programmes. * Good communication and IT skills. * Availability to attend a quarterly RDT meeting and provide an appropriate report. * A valid FA DBS Check. * A valid FA Safeguarding Children Qualification. | **Desirable**   * Experience in presenting or delivering sessions. |

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| **The role holder will be expected to understand and work in accordance with the values and behaviours described below** | |
| **FA value** | **Behaviours** |
| Teamwork | * 11 passionate and experienced individuals working as 1 team for the benefit of grassroots football in Merseyside |
| Integrity | * We strive to do the right thing always, acting truthfully and respectfully to safeguard the integrity of the game |
| Inclusive | * We’ve got the World in One City and no one will be left on the sidelines, football is for everyone |
| Passionate | * To always have our best starting 11 bringing their love of football, passion, pride and promise to you all, every time. |

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| **Role description reviewed and modified by:** | Natasha Wilson |
| **Date role description reviewed and modified:** | August 2021 |
| **Role description authorisedby:** |  |

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| **Signed by role holder (on appointment):** |  |
| **Date signed:** |  |

One copy to be retained by the role holder, one signed copy to be stored confidentially by the employer.