



**MIDDLESEX FA**  
**CUP WINNERS**

# **RECRUITMENT PACK**

**Referee Development Officer**





## **Who we are**

Our role is to develop and support the grassroots game in the geographical County of Middlesex. We are a charitable organisation providing everyone with the opportunity to participate in the game in Middlesex. Our Boroughs are the most densely populated and diverse in the country and we are committed to connecting and collaborating with everyone who would like to be involved.

Our primary focus when anyone chooses to participate in the game is to make sure safeguards are in place to ensure they have fun in a safe environment, creating pathways for them to stay in the nation's favourite game for as long as they wish. At Middlesex FA our staff and volunteers work tirelessly to share their passion for football. At our facility, Rectory Park, we are proud to have expanded our reach, working with our partners to deliver on and off the pitch.

## **Our Mission**

Rebuild, modernise and grow the game for all.

## **Our Values**

**We are Committed** – We are committed to doing the right thing. Governing the game in a way that's fair to all and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity

**We are Creative** – Adopting creative solutions to ensure we stay ahead of the game and meet the needs of our football community. We will focus on the future and learn from the past.

**We are Collaborative** – We will engage with local and national partners to offer benefits to our football community. We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are meeting their needs and listening to their feedback. We will collaborate with each other to share knowledge, provide feedback and work as a team to meet our common goal.

**We are Connected** - We are connected to the community we serve implementing a customer focused approach that puts the participant at the heart of what we do.

## **Our Purpose**

To achieve our mission we have four simple values that staff, Council and Committee members here at the Association live and breathe – to be committed, to be creative, to be collaborative and to be connected. With these values, we'll continue to move football forwards, creating an environment where regardless of age, ability, faith, gender, sexuality or background, people in Middlesex are able to enjoy the beautiful game.

For further information on Middlesex FA please visit our website and please review our Annual Report and our three year strategy 'Leading from the front'

Season Review link <https://www.middlesexfa.com/news/2023/jun/15/season-review>

Strategy link <https://www.middlesexfa.com/news/2021/sep/30/middlesex-fa-launch-strategy>



## ROLE DESCRIPTION

### REFEREE DEVELOPMENT OFFICER

#### What is the role?

We are looking for a Referee Development Officer to help develop our Refereeing workforce, primarily focussed on the recruitment, conversion, retention and progression of our Match Officials.

As well as this, the role encompasses strategic planning and support for the wider refereeing workforce (coaches, mentors and observers), as well as supplying appropriate guidance with safeguarding training and DBS requirements.

Refereeing will remain a key focus in our new 2024-2028 Strategy and therefore it's important to ensure that we continue to make a positive impact in this area of work.

#### What will you do?

- To support delivery of The FA Grassroots Football Strategy, FA Referee Strategy and the Middlesex FA Business Strategy.
- To recruit, convert, retain and progress Referees to effectively service the game.
- To undertake regulatory and operational administrative functions of the business.
- To support the adoption of FA technology systems across grassroots football.
- To assist in the efficient running of the Football Services department.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs

Application Deadline: **Sunday 19<sup>th</sup> May 2024**

To apply, please submit your full curriculum vitae detailing career and achievements, as well as a covering letter addressing the role description and person specifications by clicking [HERE](#).

If you need any more information or have any questions about this role please contact [daniel.may@middlesexfa.com](mailto:daniel.may@middlesexfa.com).





Please make sure to review the recruitment pack in full before completing your application. If for any reason you are unable to access or complete the application, please contact [management@middlesexfa.com](mailto:management@middlesexfa.com) who can arrange for any reasonable adjustment to be made for your application.

If shortlisted, you will be invited to attend an interview for this role. The interview will be arranged at your convenience, Middlesex FA will happily work around your current commitments and responsibilities.

Middlesex FA is committed to equality, diversity and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

## KEY DATES

**APPLICATION CLOSING DATE: Sunday 19<sup>th</sup> May 2024**

**INTERVIEWS: Tuesday 28<sup>th</sup> May 2024**



# INDIVIDUAL ROLE PROFILE

## REFEREE DEVELOPMENT OFFICER

**Role Title:** Referee Development Officer

**Reports to:** Head of Football Services

**Direct Reports:** N/A

**Role Purpose:** To support delivery of The FA Grassroots Football Strategy, FA Referee Strategy and the Middlesex FA Business Strategy.

To recruit, convert, retain and progress Referees to effectively service the game.

To undertake regulatory and operational administrative functions of the business.

To support the adoption of FA technology systems across grassroots football.

To assist in the efficient running of the Football Services department.

To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.

**Salary Band:** £25,000 to £30,000

**Working Hours:** 35 hours per week. Flexible working hours between 8:00am – 6:00pm.

**Contract Type:** Permanent

**Location:** Office/home based (Middlesex FA HQ, UB5 5FA) with regular travel across the county.

## RESPONSIBILITIES

- To lead on the recruitment of Referees in Middlesex FA through the planning and delivery of FA Referee Courses.
- Actively lead on the conversion of Referees from Trainees to fully qualified match officials, using innovate support and Mentor programmes.
- Implement strategies to ensure we can retain at least 80% of our Referees each season.
- Actively promote and support Referees to progress through the Referee Progression Pathway.
- Act as a main point of contact for all Referees in the County FA.
- Assist in the development of the Referee Developer Workforce in regard to Developers, Mentors, Match-Day Coaches and Observers.
- Identify Referees with potential and opportunity to develop within the Middlesex FA Referee Academy and The FA CORE programme.
- Deliver Referee Education for under-represented groups to ensure Middlesex FA's Referee Workforce is reflective of its community.
- Manage the Referee Registration process at the beginning of each season, ensuring all Referees have the opportunity to re-register.
- Carry out all Referee appointments to Middlesex FA County Cup fixtures.
- Act as Secretary to Referee Committee meetings.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Contribute to ensuring that safeguarding and equality are embedded throughout the Middlesex FA and grassroots football.
- Support Referees in submitting discipline reports, including discrimination and through challenging situations.
- Work with the County FA Designated Safeguarding Officer and Discipline Department with all matters involved under 18 Referees and adults at risk within refereeing.
- Ensure that a parental link is added to all CRM records on The FA's Whole Game System for under 18 Referees.
- Utilise feedback from under 18 Referees on their experiences as part of the Middlesex FA Youth Engagement Strategy.
- Execute tasks as required to meet the changing priorities within the Football Services Team.

## PERSON SPECIFICATION

### Qualifications and Experience

- A degree level qualification or equivalent experience.
- Up-to-date Referee registration.
- Qualified as an FA Referee Developer.
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of referees.

### Skills and Personal Attributes

- Excellent IT skills, including the use of Microsoft Office applications.
- Outstanding team-working skills.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills.
- Project management skills to be able to plan, set and achieve objectives within strict deadlines.
- Exceptional customer service and communication skills.
- Excellent problem-solving and decision-making skills.
- Ability to use data to monitor and evaluate programmes.
- Budget management skills.
- Strong knowledge of the laws of the game.
- Experience in working with a volunteer workforce.
- Experience delivering workshops and events.
- Knowledge of The FA's Grassroots Football Strategy.

## KEY DATES

**APPLICATION CLOSING DATE: Sunday 19<sup>th</sup> May 2024**

**INTERVIEWS: Tuesday 28<sup>th</sup> May 2024**

To apply, please submit your full curriculum vitae detailing career and achievements, as well as a covering letter addressing your fit with the role description and person specifications by clicking [HERE](#).

Please make sure to review the recruitment pack in full before completing your application. If for any reason you are unable to access or complete the application, please contact [management@middlesexfa.com](mailto:management@middlesexfa.com) who can arrange for any reasonable adjustment to be made for your application.



## **WHY WORK FOR MIDDLESEX FA?**

### **CYCLEScheme**

*Staff can purchase commuter bikes and cycling accessories which is taken before tax as a salary sacrifice and paid back to MFA over a 12 month period.*

### **BIRTHDAY**

*We give you your birthday off! If it falls on a Saturday or Sunday, you will be given the Friday or Monday.*

### **ADDITIONAL DAYS**

*We choose to close the office and give you time off at Christmas but reviewed yearly. We give you two volunteering days a year (to take place in Middlesex).*

### **STAFF SOCIALS**

*Our team training days always contain social activity.*

### **TRAINING**

*We offer financial and professional support for education and training (linked to your role) but supportive of your own personal development.*

### **ACCESS TO FA TICKETS**

*Staff Members have the opportunity to purchase tickets, allocated to County FAs, for England internationals and the FA Cup Final.*

### **FLEXIBLE AND AGILE WORKING**

*We offer flexible working, giving you the opportunity to work from home, remotely and to manage your own time around your personal life and family.*

### **STAFF DISCOUNT**

*Staff can purchase goods from Rectory Park at a discount.*



