**Northumberland FA – Referee Hub Co-ordinator - Role Profile**

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| **Job Title:**  | Referee Hub Coordinator |
| **Reports To:**  | Referee Development Officer (RDO) | **Jobs Reporting into the Job Holder:** | N/A |
| **1. Job Purpose** |
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| * Appoint match officials to local junior football games
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| **2. Principal Accountabilities/Responsibilities** |
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| * Manage the appointment process for junior clubs within the Hub.
* Achieve coverage of all 9v9 and 11v11 matches, where possible.
* Maintain a professional relationship with our junior football clubs.
* Increase the activity of referees so that the coverage of matches controlled by a qualified referee increases in line with County/FA targets.
* Provide input to the Referee Development Team.
* Promote key national and local initiatives.
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| **3. Knowledge/Experience/Technical Skills/Behaviours** |
| **a) Knowledge/Experience/Technical Skills** |
| **Essential:-*** Experience of report writing and excellent IT skills
* Excellent communications and presentation skills
* Excellent interpersonal, communication and team working skills
* Good self-management of time and the ability to meet deadlines
* Ability to work independently
* Good organiser and administrator, ability to co-ordinate delivery
* Ability to deal with confidential information
* Demonstrate success providing a range of customer support services.
* FA CRC
* FA Safeguarding Qualification
 | **Desirable:-*** Knowledge of the working of Northumberland FA member clubs and leagues.
* Knowledge of league and club structures
* Knowledge of grassroots league structures and the league pyramid.
* Passion for sport and football in particular.
* FA Welfare Officers Workshop
* FA Safeguarding for Committee Members
* Experience of working with referee’s
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| **b) Behaviours** |
| * Teamwork
* Respectful
* Accountability
* Professional
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| **Further Information** |
| Closing date for application: 20th December 9amInterviews: 7th and 8th January 2019 at Northumberland FATraining and induction: 11th January 2019 6pm at Northumberland FA  |
| **Completed by Name/Role** | Andrew Smith – Referee Development Officer – Northumberland FA |
| **Signature** | A Smith |
| **Date** | December 2018 |