**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** | | | | | |
| |  | | --- | | * Appoint match officials to local junior football games | | | | | | |
| **2. Principal Accountabilities/Responsibilities** | | | | | |
| |  | | --- | | * 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. | | | | | | |
| **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 | |
| **b) Behaviours** | | | | | |
| * Teamwork * Respectful * Accountability * Professional | | | |  | |
| **Further Information** | | | | | |
| Closing date for application: 20th December 9am  Interviews: 7th and 8th January 2019 at Northumberland FA  Training 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 | | | |