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| **ROLE:** | **Referee Mentor** |
| **SALARY:** | **1 match fee (tbc) per report submitted** |
| **LOCATION:** | **Home based / attendance at games as required** |
| **REPORTS TO:** | **OFA Referee Development Manager** |
| **TERM:** | **Appointment will be ongoing subject to review on performance on a season-by-season basis commencing 09 September** |

**Introduction**

Oxfordshire FA is committed to the recruitment, development, and retention of new referees. We are also keen to support those returning from lockdown and may feel wary of returning with the whistle

We are continuing to develop a mentoring programme for new referees, and others who may need someone to talk to in confidence. Mentoring is a powerful tool and surveys show that if a referee is mentored during their first few games, they are far more likely to stay in the game and so therefore this is a vital part of a new referee’s development.

Successful applicants will offer support to referees on their new challenge and will provide a listening ear, positive advice and support for referees by means of a structured mentoring relationship. Mentors will need to be patient, empathetic and have the desire and commitment to help and support the referee. Mentoring is both interesting and sometimes challenging but Mentoring is extremely rewarding for both the Mentor and the Referee.

The Mentor will support the referee to develop and encourage them to identify their own strengths and developments by offering ideas and support through both verbal and written reports. The written reports will be shared with the referee and reviewed by the RDM to ensure consistency and accurate advice on application of law.

Mentors will be required to attend at least one training / development session during each season to ensure a competent and well-trained Referee Mentor workforce and will ensure Safeguarding is at the centre of the process for referees under 18.

**Selection Process**

Applicants need to be over the age of 18 and have a least 2 years’ experience of being actively involved in football although not necessarily as a referee. Applicants must complete the application form found at the bottom of this document, which must be submitted by 17.00hrs on 09 September 2021. Applications after this date will only be accepted in exceptional circumstances.

Applications will be reviewed, and successful applicants will be invited to interview (online) before 25 September 2021. Any applicant who has not been called to interview by 19 September will have not been successful in their application.

Applicants who have successfully completed the application process will be notified no later than 27 September 2021 and be asked to start Mentoring as soon as possible after this date.

In addition, all successful applicants will need to have an in-date Safeguarding Children Certificate (SCC) and an in-date FA DBS, both of which must remain current. In the event that either of these becomes out of date the Mentor will immediately be suspended from Mentoring until they become in-date. Any Mentor whose SCC or DBS is out of date for more than 1 month may be removed from the list of OFA Mentors.

**Referee Mentoring Specification**

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| **Person Specification** | | |
| **Knowledge** | **Essential** | **Desirable** |
| Experienced in coaching/mentoring in a football environment |  | X |
| Experience of providing ‘ideas for consideration’ rather than direction to improve performance. | X |  |
| Experience of football involvement for at least the last 2 seasons |  | X |
| Knowledge of current refereeing practices |  | X |
| Knowledge of the Laws of the Game | X |  |
| Knowledge of factors that influence performance – e.g. fitness, psychology |  | X |
| **Skills** | | |
| Effective listening skills | X |  |
| Effective questioning skills | X |  |
| Effective organisational skills |  | X |
| Effective administrative skills | X |  |
| Effective goal setting skills |  | X |
| Ability to challenge referee (to improve or consolidate his/her performance) | X |  |
| Ability to build trusting two-way relationships | X |  |
| Able to have free time to speak to Referees before each match, and to speak to them again after the match | X |  |
| Able to intervene and support referees when there are breaches of Safeguarding Children protocols before during or after each game | X |  |
| Ability to accurately identify referee’s strengths and weaknesses | X |  |
| Ability to help referee identify his/her strengths, weaknesses, and solutions | X |  |
| Ability to give a referee accurate information about his/her performance using verbal and written techniques | X |  |
| Ability to praise a referee on aspects of his/her performance | X |  |
| Ability to manage an effective post-match feedback session | X |  |
| Ability to write a report that accurately reflects a post-match feedback session | X |  |
| Ability to help a referee plan his/her own development | X |  |

**APPLICATION FORM**

### Completing and returning the Application form.

Please complete the Application Form and return to [**referees@oxfordshirefa.com**](mailto:referees@oxfordshirefa.com)**.** Applications received after this time will only be considered in exceptional circumstances.

The decision to progress your application to the next stage of the selection process will be based only on the information you provide on this form.

Whilst not mandatory, we would request you complete our equality monitoring form (attached separately) and submit to [Info@OxfordshireFA.com](mailto:Info@OxfordshireFA.com). Please do not send with your completed application form as this process is anonymous and allows us to understand what areas of our community the applications are coming from. Failing to submit will not affect your application.

A role profile for the role of Referee Mentor shown above.

Below is an editable version of the Application Form for the role of Referee Mentor;

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name(s)** |  | | |
| **Last Name** |  | **Mr/Mrs or preferred title** |  |
| **Postal Address** |  | | |
| **Postcode** |  | | |
| **E-Mail address** |  | | |
| **What is your preferred contact method? (phone, E-Mail, text other)** |  | | |
| **What is the best number to contact you on?** |  | | |
| **What is the most convenient day and time to contact you?** |  | | |
| **Do you have an in-date FA DBS Check and FA Safeguarding Children Certificate** | Date FA DBS completed:  Date FA Safeguarding Children Certificate Obtained:  Successful applicants will need to have both of these in-date before beginning allowed to Mentor | | |

## Employment and Volunteering History

*Starting with your present or most recent job or voluntary position, please complete the table below.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Date** | **End Date** | **Employer/ Organisation Name and Address** | **Job/Role Title** | **Brief Description of Duties** |
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## *Please insert additional rows in the table above if required*

## Education and Qualifications

*Please provide details of your education and qualifications achieved which are relevant to the role in the table below (please note that you may be asked to provide evidence of any qualifications achieved which are directly relevant to this role).*

*For GCSEs or equivalent, there is no need to include each subject on a separate line (see example below).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **School/College/University/ Training Provider Name** | **Qualification and Subject** | **Grade Achieved** |
| *e.g. 1991* | *e.g. High School Name* | *e.g. 6 GCSEs including Maths and English* | *e.g. 4 x As and 2 x Bs* |
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*Please insert additional rows in the table above if required.*

**How do you meet the requirements of the role as outlined in the Role Profile?** *Please outline your skills, knowledge and experience which are relevant to the role you are applying for, including examples from either paid or unpaid/voluntary work. You can format this as a few bullet points but please ensure that you directly reference the skills and knowledge outlined in the Role Profile.*

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**Please explain how you think the role of Referee Mentor will support referees**

*Please give a short description of the personal skills you will bring to the role and how you will support referees especially those in the early part of their career- this can be in a few short bullet points and should include any Safeguarding Children considerations you feel relevant.*

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## Accessibility

*The Oxfordshire FA are committed to ensuring that all applicants can access the application and selection process for this role. Please details in the box below any adjustments you will require to be made to the selection process (including interviews) should your application be progressed to the next stage.*

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## References

*Any offer of a role will be subject to receipt of two satisfactory references. Please provide the details of two referees. Your first referee must be your current or most recent employer. Your second referee should be a different employer, representative of an organisation in which you volunteer or have volunteered or a representative of an educational establishment. Personal references should only be given where there is no previous employer, voluntary organisation or educational establishment to which reference can be made.*

|  |  |  |
| --- | --- | --- |
|  | **First Referee** | **Second Referee** |
| **Name** |  |  |
| **E-Mail Address** |  |  |
| **Telephone** |  |  |
| **Postal Address** |  |  |
| **Relationship to You** |  |  |
| **Permission to contact prior to appointment if offered a position? (yes/no)** |  |  |

## 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 the form, to the best of my knowledge is complete, accurate and not misleading.

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |

**END OF DOCUMENT**