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| **Job Title:** | Referee Development Officer | **Line Manager:** | Head of Royal Navy FA Referees |

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| **Role Purpose:** |
| * To oversee recruitment and development for Royal Navy FA Referees that ensures maximum coverage of all forms of football within the Royal Navy * Develop inspiring recruitment strategies for Royal Navy personnel |

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| **Key Accountabilities:** |
| * Develop and implement effective recruitment and retention strategies for Royal Navy personnel * Provide support and guidance to the Royal Navy FA Referees’ Committee & Football Development Team * Ensure that Match Officials comply with Safeguarding Children, vulnerable adult policies and RESPECT initiatives * Identify aspiring match officials for inclusion with the Royal Navy FA’s Referee promotion scheme and the FA ‘CORE’ programme * Support the Football Development team to ensure an effective and efficient football discipline process and the part match officials play including reporting. * Promote and manage the online registration process for match official registration including data cleansing, including observing GDPR * Use a wide range of innovative communication methods to inform and inspire match officials and the volunteer workforce * Work collaboratively with fellow County FA Referee Development teams * Lead and support all Observers, Instructors, Mentors and other Volunteers involved in supporting Royal Navy FA referees * Offer alternative environments for Royal Navy FA Referees to operate (i.e. Small Sided, Futsal etc.) * Work with the Football Development Team to ensure effective and efficient football discipline processes are in place * Ensure compliance with the Royal Navy FA policies and procedures * Understand and be aware of generic equality law and of good practice within Football |

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| **Essential Skills:** | **Desirable Skills:** |
| **Knowledge**   * Understanding of sports structures and sports development * FA National Game Strategy * Laws of Association Football   **Experience**   * Refereeing * Leading a workforce   **Technical Skills**   * An ability to develop, maintain and strengthen partnerships both internally and externally * Ability to create presentations and present to a wide range of key stakeholders * Excellent IT, interpersonal, communication and team working skills * Ability to produce comprehensive written reports * A persuasive communicator who is capable to influence changes of behaviour * Project management skills able to plan, set and achieve objectives within strict deadlines * Monitoring and evaluation of programmes * Capable of independent working and self-motivated * Ability to co-ordinate delivery | **Knowledge**   * An understanding of local and National football structures * An understanding of FA Regulations and Sanctions   **Experience**   * FA Licenced Referee Tutor * Referee Observer * Referee Mentor   **Technical Skills**   * Basic Health and Safety knowledge * Project management and planning * Managing budgets |

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| **Mandatory Requirements** | |
| **Royal Navy Employee:** | Yes |
| **Enhanced CRC Check Required:** | Yes |
| **Full Driving Licence:** | Yes |

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| **Created by:** | Lt Phil Eddie RN (Head of RNFA Referee) |
| **Date Role Profile Created:** | 14 Apr 20 |
| **Signed by Role Holder:** | Phil Eddie |