

Role Profile



FOR ALL

Job Title:	Referee Course Administrator	Reports To:	Senior Football Development Officer	Grade:	N/A
Role Purpose:					
<ul style="list-style-type: none"> To organise, promote and administer a high-quality referee training programme across Sheffield & Hallamshire County FA To support the delivery of the FA national game strategy and the Sheffield & Hallamshire County FA Business Strategy To contribute to the effective implementation of the FA's Safeguarding 365- Operating Standard 					
Direct Reports:	None				

Location	The role will be based at our office (204 Meadowhall Road, Sheffield S9 1BN), however we do currently operate a hybrid working model. The post holder may be required to attend meetings and training away from the office.
Working hours	The role will be 14 hours per week, typical working hours will be Monday-Friday. However, in order to meet the needs of the business and its customers, evening and weekend working will be required.
Contract type	Part- time, permanent contract

Key Accountabilities:
<ul style="list-style-type: none"> To manage a calendar of education courses. To organise and provide administration support including utilising online administration systems to deliver the CFA's referee course programme. To administer the booking of venues, tutors and resources for referee courses. To maintain a course booking system and to deal with the correspondence with learners via telephone, email and other enquiries. To liaise with the marketing and communications department to promote courses. Work with the referee development officer to support recruitment, retention and development of referees. Support with the registration of referees and the issuing of referee ID cards. Collaborate with the designated safeguarding officer in all matters involving under-18s and adults at risk within the education programme. Ensure that the CFA effectively implement and maintain the FA's Safeguarding 365 operating standard within football. Contribute to ensuring that safeguarding and equality are embedded throughout the Sheffield & Hallamshire County FA and grassroots football. Ensure compliance with CFA's health & safety policies. Execute additional tasks as required in order to meet CFA's changing priorities.

CFA Values and Behaviours

Behaviours
<p>Our Vision: Changing Lives Through Football</p> <p>Our Mission: TO BUILD OUR FOOTBALL INFRASTRUCTURE BY DEVELOPING PEOPLE, PLACES AND PATHWAYS IN ORDER TO INCREASE PARTICIPATION TO 50,000 PLAYERS BY MARCH 2024.</p> <p>Our Values: Integrity, Inclusive, Empathy, Passionate & Transparent</p>

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Essential Skills:	Desirable Skills:
<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Ability to work independently and as part of a team. • Experience of carrying out administration tasks to a high level. • Ability to work to a plan and meet key deadlines. • Capability to create reports, budgets and plans. <p>Skills</p> <ul style="list-style-type: none"> • Excellent communication skills • Extensive experience and competence with Microsoft Office (Word, Excel, PowerPoint) • Exceptional customer service skills 	<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Ability to monitor and evaluate to gain insight to inform future decision making. <p>Skills</p> <ul style="list-style-type: none"> • Developing relationships with key external stakeholders
Enhanced CRC Check Required:	YES
Clean Full Driving Licence:	YES

Created by:	Tom Measham
Date Role Profile Created:	22/11/23
Signed by Role Holder:	