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**Role Profile**

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| **Job Title:** | **Referee Development Officer** | | | | |
| **Reports To:** | **Football Development Manager** | | **Jobs Reporting into the Job Holder:** | | **Shropshire FA Referees** |
| **Salary:** | **£** | | **Hours:** | | **24 Hour** |
| 1. **Job Purpose** | | | | | |
| * Support the delivery of the Shropshire FA Business Plan and its National Game targets * Manage recruitment and development programmes for Referees that maximise coverage of affiliated League and Cups fixtures. * Develop inclusive recruitment strategies for Referees that increases the proportion of BAME and female Referees. * Provide support for Safeguarding Children and Young People programmes and policies * Provide support and guidance to the County FA Referees’ Committee and the Inclusion Advisory Group | | | | | |
| 1. **Principal Accountabilities/Responsibilities** | | | | | |
| * Manage the online registration process for Referee registration * Develop and implement effective recruitment and retention strategies for referees that deliver County FA Key Performance Indicators * Lead and support the volunteer Referee Development Team in the delivery of referee development initiatives * Provide a range of learning and development opportunities for the referee workforce including; practical training and development, mentoring, seminars and on-line learning opportunities. * Implement strategies to increase the proportion of active BAME Referees and provide support and guidance to the County FA Inclusion Advisory Group * Implement strategies to increase the proportion of active BAME and female Referees * Provide support to the County FA Referees’ Committee / Referee Development Teams * Provide support to the County Welfare Officer to ensure compliance with Safeguarding Children policies * Manage the system of identifying young referees to develop within the Referee Academy and the FA CORE programme. * Lead in the development of Referee Observers, Tutors, Mentors, Coaches and other workforce volunteers * Work with other Development Officers to support League and Club development programmes and Recreational football opportunities * Work with the Football Services Manager and County Welfare Officer to ensure an effective and efficient football discipline process | | | | | |
| 1. **Knowledge/Experience/Technical Skills/Behaviours** | | | | | |
| **Essential:**   * Experience of Refereeing and /or Referee Development * Knowledge of the structure and organisations within football * Knowledge of the Laws of The Game * Demonstrate an understanding of inclusion, equality and anti – discrimination, safeguarding and best practice * Ability to work flexibly and sometimes unsociable hours * Experience in working with a volunteer workforce * Good communication skills (written and visual presentations) * Diplomacy and the ability to deal appropriately with confidential information * Full Driving Licence | | | | **Desirable:-**   * Active Match official * Project Management and Planning * FA Licensed Referee Tutor * Referee Observer | |
| **b) Behaviours – as defined in The Shropshire Football Association Competency Model** | | | | | |
| * Problem Solving * Teamwork * Communicating * Delivery | | | | * Customer Excellence * Developing Self and Others   Leadership | |
| **Further Information**  (a) Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities?   **YES**  Where the answer to the above question is **YES** the following wording will be included in any advertisement  “As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role.” | | | | | |
| Completed by Name/Role | | Darren Beech | | | |
| Date | | 28/06/2018 | | | |

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive.