



## Job Description and Person Specification

<b>Job title</b>	Referee Development Officer
<b>Reports to</b>	Football Development Manager

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To support delivery of The FA National Game Strategy, FA Referee Strategy, Amateur Football Alliance Business Strategy and Amateur Football Alliance Referee Strategy.</li> <li>To recruit, convert, retain, develop and progress referees to service the game.</li> <li>To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> <li>To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li> </ul>	
<b>Direct reports</b>	N/A

<b>Location</b>	Unit 3, 7 Wenlock Road, London, N1 7SL, with a hybrid model in place. Responsibilities will require additional travel to other locations and very occasionally overnight stays.
<b>Working hours</b>	35 hours per week, with occasional evening and weekend commitments.
<b>Contract type</b>	Permanent

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>Identify areas of need for referees across all formats of the game within the locality served by the County FA and implement recruitment strategies accordingly.</li> <li>Implement strategies for new referees, to convert them from trainee referees to active referees.</li> <li>Support referees within the grassroots game to retain them within refereeing season-on-season.</li> <li>Actively promote and support referees to progress through the refereeing pyramid.</li> <li>Provide an offer of, and lead, the delivery of referee development initiatives for grassroots referees, promotion candidates and referees with the potential and opportunity to progress through the refereeing pyramid.</li> <li>Liaise with local leagues to ensure the appointment of appropriately-registered referees.</li> <li>Identify referees with the potential and opportunity to develop within the Amateur Football Alliance CORE/Referee Academy and The FA CORE programme.</li> <li>Assist in the development of the referee developer workforce: observers, tutors, mentors, coaches and other volunteers involved in supporting referees ensuring that all safeguarding criteria are met.</li> <li>Support referee registration ensuring all safeguarding criteria are met.</li> <li>Support referees in submitting discipline reports, including reporting discrimination, as well as actively supporting referees following challenging situations.</li> <li>Collaborate with the Designated Safeguarding Officer in all matters involving under-18 referees and adults at risk within refereeing.</li> <li>Provide guidance to under-18 referees to support them on matchdays.</li> </ul>	

*One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.*

- Ensure that a parental link is added to all CRM records in The FA's Whole Game System for all under-18 referees.
- Undertake a risk assessment for all Amateur Football Alliance events and activity with under-18 referees and where the Amateur Football Alliance directly deploys under-18 referees and volunteers to ensure that appropriate safeguards are in place.
- Ensure mentors working with under-18 referees are appropriately qualified and trained and are aware they are in a relationship of trust and the expectations of them in this regard.
- Regularly meet with the Designated Safeguarding Officer and Disciplinary Department in all matters where it is apparent that there has been abusive behaviour involving under-18 players and/or where the referee is under-18 or identifies as an adult at risk.
- Listen to, consult, and utilise the feedback from referees to enhance the refereeing experience and fun and safety in grassroots football.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, FA Events, Whole Game System, MOAS, Matchday app and Full-Time).
- Implement strategies to increase the number of active BAME referees and provide support and guidance to the Amateur Football Alliance Inclusion Advisory Group.
- Implement strategies to increase the number of active female referees.
- Provide support to the Amateur Football Alliance Referees' Committee.
- Work collaboratively with The FA Referees' Department on local and national initiatives.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Amateur Football Alliance and grassroots football.
- Execute tasks as required to meet the Amateur Football Alliance's changing priorities.

<b>Person specification</b>	
<b>Qualifications</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>• A current registered referee.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• A degree level qualification or equivalent experience.</li> <li>• Two years' sports development experience.</li> </ul>
<b>Skills</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.</li> <li>• Project management skills and experience – to plan, set and achieve objectives to deadlines.</li> <li>• Excellent IT skills, including the use of Microsoft Office applications.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Excellent time management and prioritisation skills.</li> <li>• Outstanding communication and presentation skills.</li> <li>• Exceptional customer service.</li> <li>• Excellent creative problem-solving and decision-</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Individual and group coaching and training skills.</li> <li>• Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.</li> <li>• Skilled in creating, delivering, and maintaining pathways which support the growth, transition, and retention of referees.</li> <li>• Capability to create multiple reports, budgets, and plans.</li> </ul>

<p>making skills.</p> <ul style="list-style-type: none"> <li>• Ability to use data to monitor and evaluate programmes.</li> <li>• Influencing skills to champion change.</li> <li>• Budget management skills.</li> <li>• Report-writing skills.</li> </ul>	
<b>Knowledge and experience</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of refereeing and/or referee development.</li> <li>• Knowledge of the laws of the game.</li> <li>• Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</li> <li>• Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of The FA's National Game Strategy and FA Referee Strategy.</li> <li>• Knowledge and understanding of working with volunteers.</li> <li>• Experience of project management.</li> <li>• Experience of utilising mapping programmes to support strategic and logistical planning.</li> <li>• A current FA Referee Developer.</li> </ul>
<b>Enhanced DBS Check required?</b>	YES
<b>Clean, full driving licence?</b>	YES

<b>The job holder will be expected to understand and work in accordance with the values and behaviours described below</b>	
<b>FA value</b>	<b>Behaviours</b>
PROGRESSIVE	<p><b>Embraces new thinking in pursuit of continuous improvement:</b></p> <ul style="list-style-type: none"> <li>• Identifies the need for, and actions change in direction, practice, policy or procedure.</li> <li>• Questions the way things are done and takes informed risks.</li> <li>• Continuously seeks to improve efficiency and performance.</li> </ul>
RESPECTFUL	<p><b>Sets the standards for respectful behaviour across the game:</b></p> <ul style="list-style-type: none"> <li>• Maintains people's self-esteem when interacting with them.</li> <li>• Avoids pre-judgement when listening to suggestions from others.</li> <li>• Seizes the opportunity to always apply FA standards.</li> </ul>
INCLUSIVE	<p><b>Champions and ensures that football is, and will remain, a game for everyone:</b></p> <ul style="list-style-type: none"> <li>• Openly collaborates with colleagues and partners in the game</li> <li>• Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>• Seeks out and embraces new ways of thinking and working.</li> </ul>
DETERMINED	<p><b>Tenacious and accountable. Serving the whole game and doing the right thing:</b></p> <ul style="list-style-type: none"> <li>• Works relentlessly to overcome roadblocks or obstacles to achieve the goal.</li> <li>• Remains focused on seeing agreed goals through to completion taking pride in their work.</li> <li>• Maintains motivation for their team and themselves.</li> </ul>
EXCELLENT	<p><b>The very best outcome achieved by sustained excellence in performance:</b></p> <ul style="list-style-type: none"> <li>• Seeks to always achieve the highest levels of performance.</li> <li>• Persistent to achieve a standard that others consider impossible.</li> <li>• Challenges others to go further and achieve more.</li> </ul>

<b>Job description reviewed and modified by:</b>	James Tierney (Football Development Manager)
<b>Date job description reviewed and modified:</b>	4 August 2021
<b>Job description authorised by:</b>	Jason Kilby (Chief Executive Officer)

<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	