



Job Description and Person Specification

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| Job title | Referee Development Officer |
| Reports to | Football Development Manager |

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| Job purpose(s) | |
| <ul style="list-style-type: none"> To support delivery of The FA National Game Strategy, The FA Referee Strategy, Amateur Football Alliance Business Strategy and Amateur Football Alliance Referee Strategy. To recruit, convert, retain, develop, and progress referees to service the game. To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs. To support the adoption of FA and third-party technology systems across grassroots football. To comply with FA rules, regulations, policies, procedures, and guidance that are in place. | |
| Direct reports | N/A |

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| Location | 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. |
| Working hours | 35 hours per week, with occasional evening and weekend commitments. |
| Contract type | Permanent |

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

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- 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 referees and, where the Amateur Football Alliance directly deploys under-18 referees and volunteers, to ensure that appropriate safeguards are in place.
- Ensure any referee workforce 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 and third-party technology systems (England Football Learning, Whole Game System, MOAS, Referee Portal, Full-Time and RefSec).
- Implement strategies to increase the number of active referees from historically underrepresented ethnic communities and provide support and guidance to the Amateur Football Alliance Inclusion Advisory Group.
- Implement strategies to increase the number of active female referees.
- Develop means of secondary spend from refereeing activities.
- Provide support to the Amateur Football Alliance Referees’ Development Committee and local Referee Association(s).
- 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.

| Person specification | |
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| Qualifications | |
| Essential <ul style="list-style-type: none"> • A current registered referee. | Desirable <ul style="list-style-type: none"> • A degree level qualification or equivalent experience. • Sports development experience. |
| Skills | |
| Essential <ul style="list-style-type: none"> • Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes. • Project management skills and experience – to plan, set and achieve objectives to deadlines. • Excellent IT skills, including the use of Microsoft Office applications. | Desirable <ul style="list-style-type: none"> • Individual and group coaching and training skills. • Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities. • Skilled in creating, delivering, and maintaining pathways which support the growth, transition, and retention of referees. |



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| <ul style="list-style-type: none"> • Ability to work independently and as part of a team. • Excellent time management and prioritisation skills. • Outstanding communication and presentation skills. • Exceptional customer service. • Excellent creative problem-solving and decision-making skills. • Ability to use data to monitor and evaluate programmes. • Influencing skills to champion change. | <ul style="list-style-type: none"> • Capability to create multiple reports, budgets, and plans. • Budget management skills. • Report-writing skills. |
| Knowledge and experience | |
| Essential <ul style="list-style-type: none"> • Experience of refereeing and/or referee development. • Knowledge of the laws of the game. • Demonstrate a working knowledge of inclusion, equality, anti-discrimination, and safeguarding. • Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. | Desirable <ul style="list-style-type: none"> • Knowledge of The FA's National Game Strategy and FA Referee Strategy. • Knowledge and understanding of working with volunteers. • Experience of project management. • Experience of utilising mapping programmes to support strategic and logistical planning. • A current FA Referee Developer. |
| Enhanced DBS Check required? | YES |
| Clean, full driving licence? | YES |

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| The job holder will be expected to understand and work in accordance with the values and behaviours described below | |
| Amateur FA value | Behaviours |
| WE DELIVER | We do what we will say we do: <ul style="list-style-type: none"> • Seeks to always achieve the highest levels of performance, through continuously improving efficiency and questioning methods. • Persistent and relentless in overcoming obstacles to achieve a standard that others consider impossible. • Remains focused on seeing agreed goals through to completion, taking pride in their work. |
| WE ARE ALWAYS RESPECTFUL | We treat everyone with respect: <ul style="list-style-type: none"> • Maintains people's self-esteem when interacting with them. • Avoids pre-judgement when listening to suggestions from others. • Seizes the opportunity to always set the right standards and do the right thing. |
| WE ARE A TEAM | We work together among us and with you: <ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game and seeks out and embraces new ways of thinking and working. • Provides an equal opportunity to people of different backgrounds, experience, and perspective. • Maintains motivation for the whole team and themselves. |

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| Job description reviewed and modified by: | James Tierney (Football Development Manager) |
| Date job description reviewed and modified: | 12 June 2024 |
| Job description authorised by: | Jason Kilby (Chief Executive Officer) |

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| Signed by job holder (on appointment): | |
| Date signed: | |