



RECRUITMENT PACK

REFEREE DEVELOPMENT OFFICER

OUR VALUES



INTEGRITY

We strive to be professional in all we do, are fair, honest, reliable and accountable.



PASSIONATE

We are committed, hard-working and enthusiastic in delivering football opportunities, for all the enjoyment and benefits it brings to the participants.



RESPECTFUL

We will work collaboratively, with empathy and humility, driving equality and diversity to develop football for all and ensure all those who wish to be involved are supported and encouraged.



COMMUNITY AND CUSTOMER FOCUSED

We are committed to developing our services based on the needs of our communities and individual customers.



CONTINUOUS IMPROVEMENT

We are innovative and creative in seeking to deliver high quality service, reviewing our work to improve existing and explore new ways of delivering football.



Job Description and Person Specification

EQUALITY AND DIVERSITY

We would encourage all applicants to complete our voluntary Equality & Diversity Monitoring Form, via this [link](#), as part of the application process. The data we collect will be anonymous and confidential and will not be stored or linked to your application in any way.

Job title	Referee Development Officer
Reports to	Head of Football Development

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

Location	Bedfordshire FA, Century House, Skimpot Road, Dunstable, LU5 4JU
Working hours	37.5 hours per week. Monday – Friday 9AM to 5PM (Flexi-time policy) Weekend and evening work will be required to meet the needs of the business. The company operates a time in lieu policy
Salary	£22,000- £26,000 dependent upon experience
Contract type	Full- Time (Permanent)

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 County FA and implement recruitment strategies accordingly. Implement strategies for new referees, to convert them from trainee referees to active referees. Support the Bedfordshire Football Association with appropriate marketing and communications to the referee workforce in line with the needs of the County FA. 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 Bedfordshire Football Association's CORE/Referee Academy and The FA CORE programme. 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.

- 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.
- Provide guidance to under-18 referees to support them on matchdays.
- Ensure that a parental link is added to all CRM records in The FA's Whole Game System for all under-18 referees.
- Risk assess all Bedfordshire Football Association's events and activity for under-18 referees and where the Bedfordshire Football Association 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 and consult with under-18 referees on their experiences as part of the Bedfordshire Football Association's youth engagement strategy.
- Utilise the feedback from under -18s and adults at risk 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 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 Bedfordshire Football Association's Inclusion Advisory Group.
- Implement strategies to increase the number of active female referees.
- Provide support to the Bedfordshire Football Association's 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 Bedfordshire Football Association and grassroots football.
- Execute tasks as required to meet the Bedfordshire Football Association's changing priorities.

Person specification	
Qualifications	
Essential <ul style="list-style-type: none"> • Further Education qualification. • A current registered referee. 	Desirable <ul style="list-style-type: none"> • A degree level qualification or equivalent experience. • Two years' sports development experience
Skills	
Essential <ul style="list-style-type: none"> • Essential • 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. • Ability to work independently and as part of a team. • Excellent time management and prioritisation skills. • Excellent creative problem-solving and decision-making skills. • Outstanding communication and presentation skills. • Exceptional customer service. • Budget management skills. • Report-writing skills. • Ability to use data to monitor and evaluate programmes. • Influencing skills to champion change. 	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 in order to support the delivery of strategic priorities • Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of referees • Capability to create multiple reports, budgets and plans
Knowledge and experience	
Essential <ul style="list-style-type: none"> • Experience of refereeing and/or referee development. • Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. • Knowledge of the laws of the game. • Knowledge of the structure and partner organisations within football, nationally 	Desirable <ul style="list-style-type: none"> • Knowledge of The FA's Grassroots Football Strategy, • Experience of project management, • Experience of utilising mapping programmes to support strategic and logistical planning, • Knowledge and understanding of working with volunteers. • A current FA Referee Tutor. • A current FA Referee Developer.

and within the County FA locality.	
Enhanced DBS Check required?	The CFA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided
Clean, full driving licence?	Yes

The job holder will be expected to understand and work in accordance with the below values/behaviours:

Bedfordshire FA Values	Behaviours
INTEGRITY	Strive to be professional in all we do, are fair, honest, reliable, and accountable.
PASSION	Committed, hard-working and enthusiastic in delivering football opportunities, for all the enjoyment and benefits it brings to the participants.
RESPECTFUL	Work collaboratively with empathy and humility, driving equality and diversity to develop football for all and ensure all those who wish to be involved are supported and encouraged.
COMMUNITY AND CUSTOMER FOCUSED	Committed to developing our service based on the needs of our communities and individual customers.
CONTINUOUS IMPROVEMENT	Innovative and creative in seeking to deliver a high-quality service, reviewing our work to improve and explore new ways of delivering football.

Job description authorised by:	James Petty (Head of Football Development)
Date signed:	20/09/2022

HOW TO APPLY

Please submit your application through completing the online Smartsheet application form via this [Application Link](#).

We would also be very grateful if you can please complete our voluntary Equality & Diversity Monitoring Form, as detailed on page 2, upon submission of your application via this [link](#).

The **closing date** for applications is 5pm on the **20th October 2022**.

If successful, applicants will be invited for an **In-Person Interview** (during the day) which will be held on **Wednesday 26th October 2022**.

2 references will be required before appointment of the role.

Due to the volume of applications received for most roles, we may only be able to contact candidates if they are shortlisted for interview. If you do not hear from us within five days of the closing date, you should assume your application has not been successful.

If you have any questions about the role, please contact Recruitment@BedfordshireFA.com

SAFEGUARDING

We are committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and the information provided. The successful candidate will also be required to undertake a safeguarding induction and safeguarding training as outlined by the FA.