



**ENGLAND
FOOTBALL**

ROLE DESCRIPTION AND PERSON SPECIFICATION

REFEREE MENTOR LEAD



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ROLE PROFILE

Job Title	Referee Mentor Lead
Reports to	Referee Training Officer
Role Purpose	<ul style="list-style-type: none">• Berks-Bucks FA understand and appreciate that Referee Mentors are fundamental to the early matches of a Trainee Referee. We therefore are recruiting for a Referee Mentor Co-ordinator to assign Trainee Referees with Referee Mentors.• The Referee Mentor Lead is responsible for the coordination of an effective BBFA Referee Mentor Programme. The role will also assist the BBFA Referee Training Officer (RTO) in deciding the training and development needs of all BBFA referees through mentor feedback
Direct Reports	Referee Training Officer
Location	The post will work remotely at the discretion of the post holder. The post holder will be required to attend meetings. Reasonable Expenses will be paid for County FA related business, in line with the current Expenses Policy of Berks & Bucks FA.
Estimated time commitment to fulfil the role	<p>The role requires a commitment to attend Quarterly meetings with the Referee Training Officer to go through reporting/data/stats.</p> <p>The initial term is to June 2025 (end of season 2024-25), at which point, the incumbent will be invited to apply.</p>
Remuneration	£5 fee per referee supported via the mentoring programme



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RESPONSIBILITIES

- To ensure that 90 Trainee Referees have at least 1 Referee Mentor Visit from a sample of our completed Referee Courses. (immediate priority)
- To ensure that a further 100 Trainee Referees have had a Mentor Visit in Season 23/24.
- To liaise with the Berks-Bucks FA Referee Training Officer during the programme.
- To liaise with the Leagues appointments officers with regards to support, observations and availability.
- To appoint Trainee Referees with Referee Mentors on a regular basis based on supply and demand.
- To complete all necessary documentation associated with the role of mentoring lead
- To provide the Trainee Referees being mentored with an action plan that is signed off by the Referee Training Officer.
- To assist with Recruitment of new Referee Mentors from the Berks- Bucks FA pool.
- To abide by all Berks- Bucks FA policies and procedures when representing the Berks- Bucks FA in any business.
- To maintain in date and accepted FA CRC and FA Safeguarding Children Workshop.
- To follow FA and Berks- Bucks FA Safeguarding policies, procedures and best practice recommendations ensuring that Safeguarding is at the forefront of all actions carried out.
- To use the required communication channels when undertaking roles associated with a Referee Mentor Lead.
- To act in an appropriate way at all times, promptly reporting any concerns about safeguarding or the protection of children and young people and adults at risk directly to the Berks- Bucks FA Designated Safeguarding Officer (or deputy) or statutory organisation as required.
- To attend all relevant training as specified by The FA and Berks- Bucks FA on an annual basis.
- To ensure that you handle confidential information with regard to the best interests and reputation of Berks- Bucks FA.
- To maintain an appropriate standard of dress and personal appearance whilst on Berks- Bucks FA Business and to conduct themselves in a professional manner.
- Work with the Referee Training Officer to support the growth of referees and referee development from a diverse referee workforce for all Trainee Referees and Referee Mentors.
- In consultation with the Referee Training Officer ensure Referee Mentor reports are submitted to BBFA.



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PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL

- Level 5 Referee or Higher
- In date FA Safeguarding Children Workshop
- In date DBS
- IT skills, including the use of Microsoft Office applications

DESIRABLE

- FA Tutor Developer
- Match day Referee Coach
- FA Referee Mentor Training

SKILLS

ESSENTIAL

- Minimum of 12 months experience as a referee
- Up to date knowledge of the Laws of the Game.
- Understand the requirements needed for a referee to progress and develop.
- Able to support and mentor referees as required, including evening and weekends when required.
- Self-motivated with excellent interpersonal skills and ability to build trust-based relationships with others.
- Ability to work independently and as part of a team.
- Good time management
- A variety of outstanding communication and presentation skills, that can be adapting based on the audience.
- Ability to show empathy and patience, but also resilience as part of challenging conversations.
- Diversity & Inclusion in mind at all times.
- Good level of IT skills, including the use of Microsoft Office applications include online platforms (Zoom, Microsoft Teams etc)

DESIRABLE

- Some experience of mentoring or observing referees
- Knowledge of FA Technology Systems, including essential use of WGS and Full-Time.



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ENHANCED DBS CHECK REQUIRED?

Yes

CLEAN FULL DRIVING LICENCE?

No

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

CFA VALUE	BEHAVIOURS
PROGRESSIVE	Embraces new thinking in pursuit of continuous improvement: <ul style="list-style-type: none">Identifies the need for, and actions change in direction, practice, policy or procedure.Questions the way things are done and takes informed risks.Continuously seeks to improve efficiency and performance.
RESPECTFUL	Sets the standards for respectful behaviour across the game: <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 apply FA standards at all times.
INCLUSIVE	Champions and ensures that football is, and will remain, a game for everyone: <ul style="list-style-type: none">Openly collaborates with colleagues and partners in the gameProvides equal opportunity to people of different backgrounds, experience and perspectiveSeeks out and embraces new ways of thinking and working.
INSPIRED	The very best outcome achieved by sustained excellence in performance: <ul style="list-style-type: none">Works relentlessly to overcome roadblocks or obstacles to achieve the goal.Remains focused on seeing agreed goals through to completion taking pride in their work.Maintains motivation for their team and themselves.
TRUSTED	Tenacious and accountable. Serving the whole game and doing the right thing: <ul style="list-style-type: none">Seeks to achieve the highest levels of performance at all times.Persistent to achieve a standard that others consider impossible.Challenges others to go further and achieve more.

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



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APPLICATION FORM

Full Name	
Which Post are you applying for?	
Address:	
Postcode:	
Contact Number:	
Email Address:	
Accessibility Requirements: *	

** Berks & Bucks FA is committed to ensuring that all applicants can access the application and selection process for this role. Please details in the box below any adjustments you will require to be made to the selection process (including interviews) should your application be progressed to the next stage.*

Please tell us why you are applying for the post and what added value you bring to BBFA?



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I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on the form, to the best of my knowledge is complete, accurate and not misleading.

As a member of the Organisation, I understand that I will be asked to complete the relevant training and qualifications to support the Organisation's commitment to Safeguarding.

Signed:

Date:

Please complete and return this application with your CV to Minesh.Gupta@Berks-Bucksfa.com or alternatively post your application to Berks & Bucks FA, Stratton Court, 1 Kimber Road, Abingdon. OX14 1SG.

We would appreciate it if you could complete our optional, anonymous Equality Monitoring Form to assist the Association in monitoring its Equality, Inclusion & Diversity activities.