



FOR ALL

Job Description and Person Specification

Job title	Referee Development Officer
Reports to	Head of Delivery

Job purpose(s)	
<ul style="list-style-type: none">To support delivery of The FA National Game Strategy and the Berks & Bucks FA Business Strategy.To recruit, convert, retain, develop and progress referees to service the game across Berks & Bucks FATo 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.	
Direct reports	None

Location	This role will be based out of the Berks & Bucks FA offices in Abingdon, however there will be opportunities for remote working as appropriate.
Working hours	This is a full-time role equating to 35 hours per week. There is a requirement to work evenings and weekends, in line with the demands of the role
Contract type	Fixed Term Contract, expiring June 2024

Responsibilities	
<ul style="list-style-type: none">Identify areas of need for referees across Berks & Bucks FA and manage the delivery of referee education and recruitment strategies accordinglyImplement strategies for new referees, to convert them from trainee referees to active refereesSupport referees within the grassroots game to retain them within refereeing season-on-season.Actively promote and support referees to progress through the refereeing pyramidProvide 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 and clubs to ensure the appointment of appropriately registered referees.Identify referees with the potential and opportunity to develop within 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 referees in submitting discipline reports, including reporting discrimination, as well as actively supporting referees following challenging situations.Provide guidance to under-18 referees to support them on matchdaysRisk assess all Berks & Bucks FA events and activity for under-18 referees and where the Berks & Bucks FA directly deploys under-18 referees and volunteers to ensure that appropriate safeguards are in place.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.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).Provide regular update reports to SLT and Board as and when required	



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- Implement strategies to increase the number of active BAME referees and provide support and guidance to the Berks & Bucks FA Inclusion Advisory Group.
- Implement strategies to increase the number of active female referees.
- Work collaboratively with The FA Referees' Department on local and national initiatives.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Berks & Bucks FA and grassroots football.
- Execute tasks as required to meet the Berks & Bucks FA changing priorities.

Person specification

Qualifications

Essential

- Educated to A Level (or equivalent level of experience)

Desirable

- Sport Development Qualification

Skills

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.
- 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.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

Desirable

- 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

Knowledge and experience

Essential

- 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 Referee Pathway

Desirable

- Knowledge of The FA's National Game Strategy,
- Knowledge and understanding of working with volunteers.
- A current FA Referee Tutor.
- A current FA Referee Developer.



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<ul style="list-style-type: none"> Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. 	
Enhanced DBS Check required?	Yes
Clean, full driving licence?	Yes

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
FA 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 game Provides equal opportunity to people of different backgrounds, experience and perspective Seeks out and embraces new ways of thinking and working.
TRUSTED	Tenacious and accountable. Serving the whole game and doing the right thing: <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.
INSPIRED	The very best outcome achieved by sustained excellence in performance: <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.

Job description reviewed and modified by:	Head of Delivery
Date job description reviewed and modified:	14 th July 2021
Job description authorised by:	



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

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