



**ENGLAND  
FOOTBALL**

# JOB DESCRIPTION AND PERSON SPECIFICATION

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## **REFEREE TRAINING OFFICER**

*Connecting People. Changing Lives.*



## ROLE PROFILE

Job Title	<b>Referee Training Officer</b>
Reports to	Football Workforce Manager
Role Purpose	<ul style="list-style-type: none"><li>• To support delivery of The FA National Game Strategy and the Berks &amp; Bucks FA Business Strategy.</li><li>• To recruit &amp; convert referees to service the game across Berks &amp; Bucks FA</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></ul>
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 2025

## RESPONSIBILITIES

- Identify areas of need for referees across Berks & BucksFA and manage the delivery of referee education and recruitment strategies accordingly.
- Deliver Referee Courses equating to 3 courses per month (Majority of Evening & Weekend Delivery)
- Implement strategies for new referees, to convert them from trainee referees to active referees.
- Liaise with local leagues and clubs to ensure the appointment of appropriately registered referees.
- Assist in the recruitment & development of the referee developer workforce including Developers & Mentors and other volunteers involved in supporting referees ensuring that all safeguarding criteria are met.
- Coordination of Mentors to support Trainee Referees
- Support trainee referees in submitting discipline reports, including reporting discrimination.
- Provide guidance to under-18 Trainee Referees to support them on matchdays.
- Risk 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.
- 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
- Implement strategies to increase the number of under represented groups (Female & Ethnically Diverse Referees) and provide support and guidance to the Berks & Bucks FA Inclusion Advisory Group.
- 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

- Confident in managing multiple work priorities
- Engaging communicator, comfortable presenting in a group setting
- Confident with IT, including the use of Microsoft Office applications.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to build support for ideas and champion change.
- Ability to work independently and as part of a team.

### DESIRABLE

- Individual and group coaching and training skills
- Ability to highlight issues/challenges and identify suitable solutions
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- 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
- Budget management skills.

## KNOWLEDGE AND EXPERIENCE

### ESSENTIAL

- Experience of refereeing and/or refereedevelopment.
- 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 RefereeDeveloper.
- 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.

<b>ENHANCED DBS CHECK REQUIRED?</b>	<b>Yes</b>
<b>CLEAN, FULL DRIVING LICENCE?</b>	<b>Yes</b>

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

<b>CFA VALUE</b>	<b>BEHAVIOURS</b>
<b>PROGRESSIVE</b>	Embraces new thinking in pursuit of continuous improvement: <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>
<b>RESPECTFUL</b>	Sets the standards for respectful behaviour across the game: <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 apply FA standards at all times.</li> </ul>
<b>INCLUSIVE</b>	Champions and ensures that football is, and will remain, a game for everyone: <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>
<b>TRUSTED</b>	Tenacious and accountable. Serving the whole game and doing the right thing: <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>
<b>INSPIRED</b>	The very best outcome achieved by sustained excellence in performance: <ul style="list-style-type: none"> <li>• Seeks to achieve the highest levels of performance at all times.</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>	Football Workforce Manager
<b>DATE JOB DESCRIPTION REVIEWED AND MODIFIED:</b>	23 <sup>rd</sup> May 2023
<b>JOB DESCRIPTION AUTHORISED BY:</b>	
<b>SIGNED BY JOB HOLDER (ON APPOINTMENT):</b>	
<b>DATE SIGNED:</b>	

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