

## Role Profile

<b>Job Title:</b>	<b>Referee Development Officer</b>		
<b>Reports To:</b>	Football Operations Manager	<b>Jobs Reporting into the Job Holder:</b>	None (tbc)
<b>1. Job Purpose</b>			
<ul style="list-style-type: none"> <li>• Support the delivery of the Cambridgeshire FA Strategy Plan 2018-2021 and its National Game targets</li> <li>• Manage recruitment and development programmes for Referees that maximise coverage of affiliated League and Cups fixtures</li> <li>• Develop inclusive recruitment strategies for Referees that increases the proportion of BAME and female Referees</li> <li>• Provide support for Safeguarding Children and Young People programmes and policies</li> <li>• Provide support and guidance to the County FA Referees' Committee and the Inclusion Advisory Group</li> </ul>			
<b>2. Principal Accountabilities/Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Manage the online registration process for Referee registration</li> <li>• Develop and implement effective recruitment and retention strategies for referees that deliver County FA Key Performance Indicators</li> <li>• Lead and support the volunteer Referee Development Team in the delivery of referee development initiatives</li> <li>• Provide a range of learning and development opportunities for the referee workforce including; practical training and development, mentoring, seminars and on-line learning opportunities</li> <li>• Implement strategies to increase the proportion of active BAME Referees and provide support and guidance to the County FA Inclusion Advisory Group</li> <li>• Provide support to the County FA Referees' Committee / Referee Development Teams</li> <li>• Provide support to the County FA Designated Safeguarding Officer to ensure compliance with Safeguarding Children policies</li> <li>• Implement and manage a Referee Academy scheme along with other Referee Development schemes</li> <li>• Manage the system of identifying young referees to develop within the Referee Academy and the FA CORE programme</li> <li>• Lead in the development of Referee Observers, Tutors, Mentors, Coaches, Training Officers and other workforce volunteers</li> <li>• Work with other Development Officers to support League and Club development programmes and Recreational football opportunities</li> <li>• Work to support the Referees Appointment Officer to increase % coverage of matches by a qualified referee in affiliated leagues/competitions</li> <li>• Work with the Football Operations Manager and County FA Designated Safeguarding Officer to ensure an effective and efficient football discipline process</li> </ul>			

3. Knowledge/Experience/Technical Skills/Behaviours	
<p style="text-align: center;"><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Experience of Refereeing and /or Referee Development</li> <li>• Knowledge of the structure and organisations within football</li> <li>• Knowledge of the Laws of The Game</li> <li>• Demonstrate an understanding of inclusion, equality and anti – discrimination, safeguarding and best practice</li> <li>• Ability to work flexibly and sometimes unsociable hours</li> <li>• Experience in working with a volunteer workforce</li> <li>• Good communication skills (written and visual presentations)</li> <li>• Diplomacy and the ability to deal appropriately with confidential information</li> <li>• Full Driving Licence and own transport</li> </ul>	<p style="text-align: center;"><b>Desirable:-</b></p> <ul style="list-style-type: none"> <li>• Active Match official</li> <li>• Project Management and Planning</li> <li>• FA Referee Developer/Tutor</li> <li>• Referee Observer</li> <li>• Safeguarding Children Qualification</li> <li>• Experience of the CRC process</li> </ul>
b) Behaviours – as defined in Cambridgeshire Football Association Competency Model	
<ul style="list-style-type: none"> <li>• Problem Solving</li> <li>• Teamwork</li> <li>• Communicating</li> <li>• Delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Excellence</li> <li>• Developing Self and Others Leadership</li> </ul>
<p><b>Further Information</b></p> <p>(a) Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities? <b>YES</b></p> <p>Where the answer to the above question is <b>YES</b> the following wording will be included in any advertisement  “As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role.”</p>	
Completed by Name/Role	
Signature	
Date	

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive.