



Job Description and Person Specification

Job title	Referee Development Officer
Reports to	Football Development Manager

Job purpose(s)	
<ul style="list-style-type: none">To support delivery of the Cambridgeshire Football Association Strategic plan, The FA Grassroots Football Strategy, and the FA Referee Strategy.To recruit, convert, retain, develop and progress referees to service the game and maximise coverage of affiliated league and cups fixtures.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.Provide support and guidance to the County FA Referees' Committee and EDI Committee	
Direct reports	N/A

Location	Cambridgeshire FA HQ, Bridge Road, Impington, CB24 9PH/Hybrid working.
Working hours	Full-time (37.5 hours per week) including some evenings and weekends.
Contract type	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 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, progression 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 Cambridgeshire FA 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.	



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- 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 Cambridgeshire FA events and activity for under-18 referees and where the Cambridgeshire FA 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 Cambridgeshire FA 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 referees from diverse communities and provide support and guidance to the Cambridgeshire FA Equality, Diversity and Inclusion Committee.
- Implement strategies to increase the number of active female referees.
- Implement strategies to develop a positive match day environment.
- Work with other development officers to support league and club development programmes and recreational football opportunities.
- Provide support to the Cambridgeshire FA 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 Cambridgeshire FA and grassroots football.
- Execute tasks as required to meet the Cambridgeshire FA changing priorities.

Person specification

Qualifications

Essential

- A degree level qualification or equivalent experience.
- A current registered referee.

Desirable

- Two years' sports development experience

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.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.

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



<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Capability to create multiple reports, budgets and plans
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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 structure and partner organisations within football, nationally and within the County FA locality.

Desirable

- 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 Developer.

Enhanced DBS Check required?

Yes

Ability to travel throughout the County and externally when required.

Yes

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

CFA Value	Behaviours
Passion	Positive attitude, inspiring others, exuding excitement, body language.
Service	Communication, transparency, added value, owning up to mistakes, respect, listening, responsiveness.
Excellence	Attention to detail, high quality product/service, consistency, commitment, work ethic.
Collaboration	Fostering cohesion, encouraging innovation, setting expectations/goals, effective meetings, sharing ideas.
Professional	Consideration and respect for others, loyalty, honouring of commitments, punctuality, communication, avoidance of gossip.
Friendly	Manners, respect, active listening, body language, making connections.



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Job description reviewed and modified by:	Joanne Bull, Chief Executive
Date job description reviewed and modified:	15/07/2022
Job description authorised by:	Phil Hill, Chair

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.