



RECRUITMENT PACK

REFEREE DEVELOPMENT OFFICER



INCLUSIVE

Championing and ensuring that football is available and safe for everyone.



PROGRESSIVE

Committed to continuously improve and be transformational in what we do.



RESPECTFUL

Set the standards for respectful behaviour across the game.



CHESHIRE FA

REFEREE DEVELOPMENT OFFICER

JOB TITLE	Referee Development Officer
LOCATION	Hartford House, Hartford Moss Recreation Centre, Northwich, CW8 4BG
CLOSING DATE	Tuesday 25 th April 2023, 5pm
CONTRACT TYPE	Permanent
SALARY	circa £24,000 - £26,000 dependent upon experience
WORKING HOURS	35 hours per week (including some evenings and weekends)

A BIT ABOUT US

We govern Football across Cheshire and have been doing that since 1878. Now, we are changing our approach to put our clubs, leagues, players, coaches and referees at the forefront of our thinking. These are our volunteers. These are our people. We help to grow the game in Cheshire and develop each and every area of Football.

A BIT ABOUT THE ROLE

Cheshire FA requires a committed, enthusiastic and flexible individual to support the delivery of our strategy.

We are looking for a passionate individual who can demonstrate the required knowledge, experience and values in order to successfully recruit, convert, retain, develop and progress referees within the game across Cheshire.



EQUALITY AND DIVERSITY

We would encourage all applicants to complete our voluntary Equality & Diversity Monitoring Form, via this [link](#), as part of the application process. The data we collect will be anonymous and confidential and will not be stored or linked to your application in any way. The data helps Cheshire FA to build a more accurate picture of the diversity of the people applying to join the organisation, and to then monitor progress in this area. The link to complete this is in the application form. You can also read our Equality Policy, [here](#).

Data will be held in accordance with the Data Protection Act 2018 and Cheshire FA's [Privacy Policy](#).

Cheshire FA is committed to, and values the principles of diversity, equality and inclusion. We strive to provide an inclusive and supportive working environment where all our team feel respected and supported in fulfilling their potential. We encourage and welcome applications from all, regardless of background and are particularly interested to hear from individuals belonging to under-represented groups including individuals from minoritised communities, all genders identities, individuals with a disability and LGBTQI+ individuals, people of faith and people of all ages. If you are an applicant with a disability who meets the essential requirements of the job, we will interview you.

Cheshire FA are committed to ensuring recruitment decisions will be based on merit with a focus solely on the skills and experience required for the job. Diversity monitoring data will not be used for selection purposes, but will be used to help ensure that policies, practices and procedures promote equality of opportunity.

Cheshire FA are proud to be a Disability Confident Committed employer.

We are committed to:

- Providing inclusive and accessible recruitment;
- Communicating vacancies;
- Offering an interview to disabled people;
- Providing reasonable adjustments;
- Supporting existing employees.



Should you need any reasonable adjustments to the recruitment process, at either application or interview stage, please contact us directly via HR@CheshireFA.com



ROLE PROFILE

REPORTS TO

Football Development Manager

PURPOSE

- To support delivery of The FA National Game Strategy, FA Referee Strategy and the Cheshire FA Business Strategy.
- To recruit, convert, retain, develop and progress referees to service the game.
- 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.

RESPONSIBILITIES

- 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, promotion 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 Cheshire FA CORE 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.
- 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 Cheshire FA events and activity for under-18 referees and where the Cheshire 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 Cheshire 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 Learning, FA Events, Whole Game System, MOAS, Matchday app and Full-Time).
- Implement strategies to increase the number of active BAME referees and provide support and guidance to the Cheshire FA Inclusion Advisory Group.
- Implement strategies to increase the number of active female referees.
- Provide support to the Cheshire 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 Cheshire FA and grassroots football.
- Execute tasks as required to meet the Cheshire FA changing priorities.



WHAT WE'RE LOOKING FOR

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.
- Excellent time management and prioritisation skills.
- Excellent creative problem-solving and decisionmaking 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.

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.
- Capability to create multiple reports, budgets and plans.
- Train and Educate Referees
- Inspire and motivate a Referee workforce



KNOWLEDGE

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 National Game 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

CLEAN, FULL DRIVING LICENCE?

YES





HOW TO APPLY

WHAT WE CAN OFFER

- You will get the chance to work with our nationally recognised leaders and help us to improve the work we do. You'll be part of a forward thinking and progressive County FA.
- A career in football with the local governing body of the grassroots game here in the heart of Cheshire
- Opportunities to progress your career across the County FA Network throughout England and at The FA
- Access to high-quality training, networking and personal development opportunities
- 25 days holiday (plus bank holidays)

SAFEGUARDING

We are committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through. The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and the information provided. The successful candidate will also be required to undertake a safeguarding induction and safeguarding training as outlined by the FA.





To apply for this role, please send a copy of your CV and a covering letter explaining how you are suitable for the position of Referee Development Officer at Cheshire FA. Your email should be marked 'Private & Confidential – Referee Development Officer Application' and sent to HR@CheshireFA.com.

We would also be very grateful if you can please complete our voluntary Equality & Diversity Monitoring Form, as detailed on page 1, upon submission of your application via this [link](#).

The **closing date** for applications is 5pm on **Tuesday 25th April 2023**.
Interviews will be held on **Tuesday 2nd May 2023**.

Due to the volume of applications received for most roles, we will only contact candidates if they are shortlisted for interview. If you do not hear from us within five days of the closing date, you should assume your application has not been successful. We aim to provide feedback to shortlisted candidates who are unsuccessful at interview. However, due to the volume of applications received for most roles, we will unfortunately not provide feedback to those candidates who are not shortlisted for interview.

If you have any questions about the role, please contact Chris.Barrow@CheshireFA.com for an informal discussion.





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