



An opportunity has arisen to join the North West Women's Regional League as the Match Officials Appointments Officer starting Season 2023-2024

The role involves appointing referees to the North West Women's Regional Football League. The successful candidate will also be responsible for collating and reporting on referees performance and marks.

The candidate should have experience in appointing match officials or similar role and be computer literate ideally with a working knowledge of the FA's FULL-TIME system.

Further details can be found on the role profile attached.

The closing date for applications is 5th June 2023.

A letter of application should be submitted to the League Secretary, Gill Wallworth, email: gill.wallworth@btinternet.com together with a short CV only containing information relevant to the post.



Job Title	Match Officials Appointments Officer
Reports to	North West Regional Womens Football League
Key Tasks	<ul style="list-style-type: none">• Match Officials Appointments (Referees and Assistants)• Re-appointments• Communication of appointments and re-appointments• Collation of Match Officials Marks• Handling of reports regarding officials appointments• Supporting the development of match officials in conjunction with the CFA and FA• Produce timely and accurate reports particularly in terms of match officials performance• Identify those officials falling below the required standards so they can be offered support
Key Skills	<ul style="list-style-type: none">• Ability to communicate with match officials at a senior level• Knowledge of FA Rules concerning refereeing• Understanding of The FA Order of Precedence
Key Relationships	<ul style="list-style-type: none">• Referees• Club personnel• Fixtures Secretaries• FA Appointments Officers
IT Functionality	<ul style="list-style-type: none">• Microsoft Office (Excel, Outlook and Word)• Familiar with the FA's FULL-TIME administration system
Hints & Notes	<ul style="list-style-type: none">• Important to liaise with The FA and CFA's, who may have priority in appointments, and may need to take referees at short notice.• Be available to support referees after games, particularly with difficult situations and post-match questions