**Role Profile**

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| **Job Title:** | Referee Development Officer (RDO) | **Reports To:** | Governance Manager |

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| **Role Purpose:** | |
| * Support the delivery of the Cornwall FA Business Plan and its National Game targets * Recruit, retain and develop match officials to suitably service the game within Cornwall | |
| **Direct Reports:** | None |

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| **Key Accountabilities:** |
| * Manage the online registration process for referee registration * Develop and implement effective recruitment and retention strategies for referees that deliver County FA KPIs * Lead and support the volunteer Referee Development Team in the delivery of referee development initiatives * Provide a range of learning and development opportunities for the referee workforce including practical training and development, mentoring, seminars and on-line learning opportunities * Implement strategies to increase the proportion of active BAME referees and provide support and guidance to the CFA Inclusion Advisory Group * Implement strategies to increase the proportion of active female referees * Provide support to the CFA Referees’ Committee and other working groups as required * Provide support to the County Welfare Officer to ensure compliance with Safeguarding Children policies * Manage the system of identifying new referees to develop within the Referee Development Group and the FA CORE programme * Lead in the development of observers, tutors, mentors, coaches and other workforce volunteers * Work with other Development Officers to support League and Club development programmes and Recreational football opportunities * Work with the Governance team and Designated Safeguarding Officer to ensure an effective and efficient football discipline process * Executes additional tasks as required in order to meet CFA’s changing priorities * Ensure compliance with CFA’s health and safety policies * Ensure that the CFA effectively implement and maintain the FA’s Safeguarding Operating Standard within Football. * An understanding and awareness of generic Equality law and of good practice within sports equality |

**CFA Values and Behaviours**

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| **Behaviours:** |
| * **Progressive** - We embrace new thinking in the pursuit of continuous improvement  Innovation, Creative, Future thinking, Ground-breaking, Problem Solving, Challenge * **Respectful -** We set the standards for respectful behaviour across the game Maintaining Standards, Role modelling, Respecting others’ opinions and values * **Inclusive** - We champion and ensure that football is and will remain a game for everyone Championing, Supporting, Including, Leading, Collaborative * **Determined** - We are tenacious and accountable to each other in serving the whole game and doing the right thing Driven, Stamina, Tenacious, Focused, Resilient * **Excellent** *-* The very best outcome can only be achieved by sustained excellence in performance   Be the best you can be, Striving for success, Excelling, Exceeding expectations |

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| **Essential:** | **Desirable:** |
| **Knowledge**   * Laws of The Game * Structure and organisations within football * Inclusion, equality, safeguarding and anti – discrimination best practice   **Experience**   * Experience of refereeing and /or referee development * Experience in working with a volunteer workforce   **Technical Skills**   * Ability to work flexibly and sometimes unsociable hours * Good communication skills (written and visual presentations) * Diplomacy and the ability to deal appropriately with confidential information | * Be an active Match official * Project management and planning * FA Licensed Referee Tutor * Referee observer, mentor or coach |
| **Enhanced CRC Check Required:** | YES |
| **Full Driving Licence:** | YES |