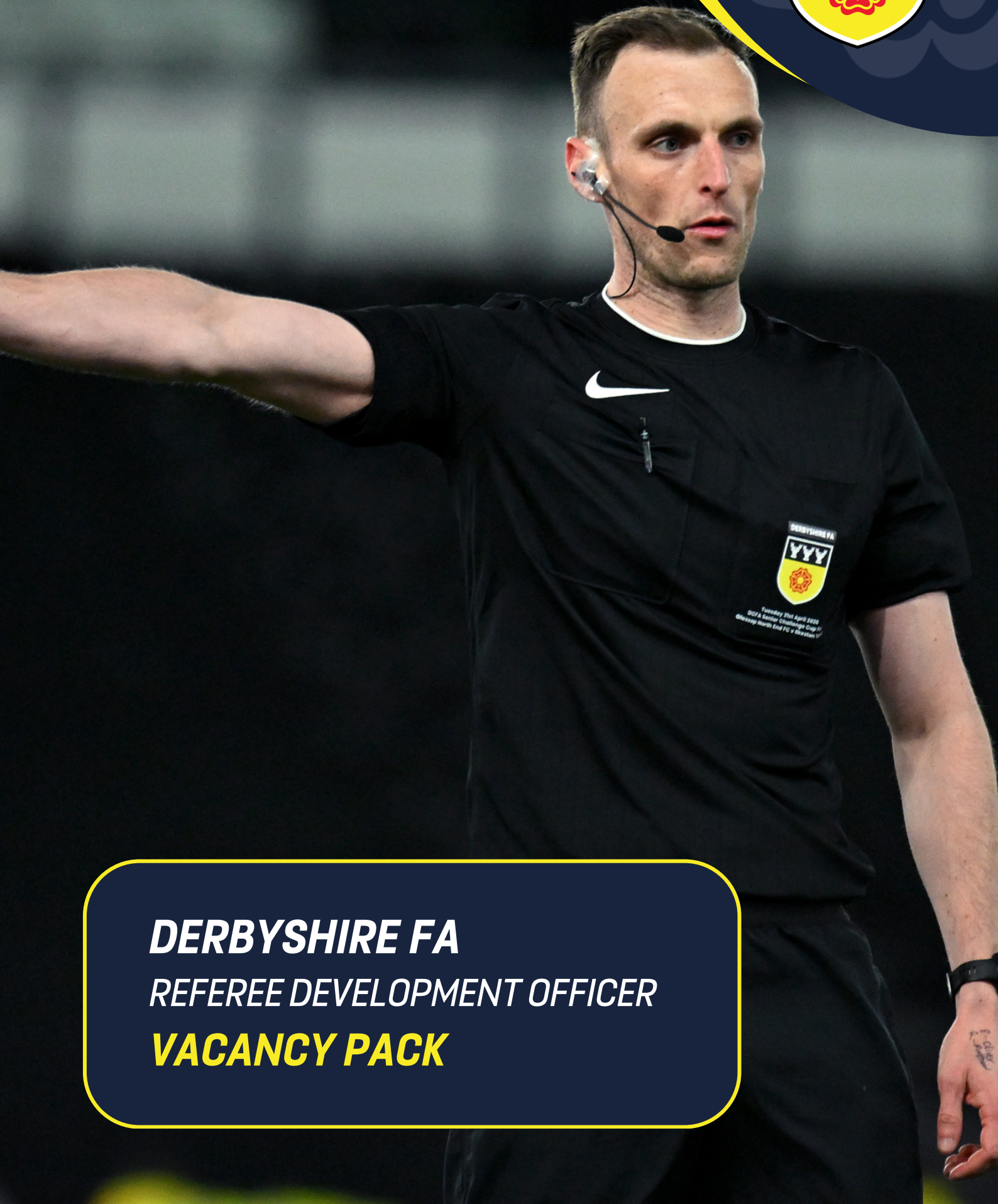


DERBYSHIRE FA



DERBYSHIRE FA

REFEREE DEVELOPMENT OFFICER

VACANCY PACK



ENGLAND
FOOTBALL

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1. THE ROLE

We're looking for a new Referee Development Officer to lead and support the recruitment, retention, development and progression of the referee workforce across Derbyshire. The role will drive referee recruitment and education, strengthen development and progression pathways, support grassroots referees at every level of the game, and create inclusive, sustainable opportunities for individuals to begin, enjoy and excel in refereeing across all formats of football.

We are seeking to recruit an inspiring, dynamic and highly motivated individual with a proven track record in sports development, referee development or workforce development.





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2. ABOUT DERBYSHIRE FA

Derbyshire FA is the governing body for football in Derbyshire. We are responsible for leading, serving and developing the game at grassroots level.

We are on a mission to support and connect with the footballing community in Derbyshire, providing a safe and inclusive environment for all.

We pride ourselves on the following values:

INNOVATION

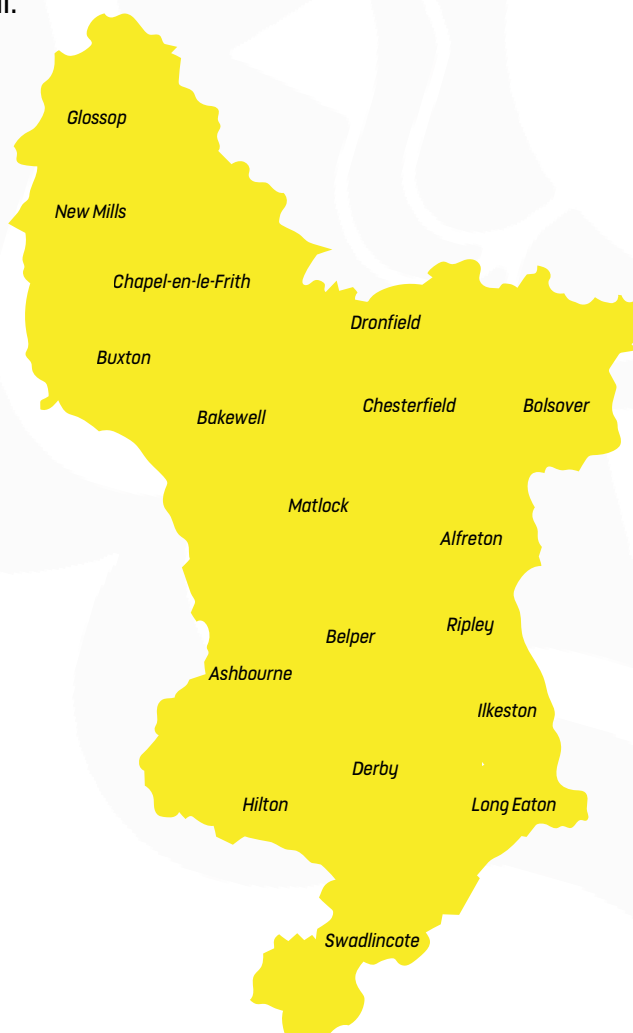
Adopting new technologies and digital platforms for training and communication, encouraging creativity to our community.

INSPIRATION

Showcasing success stories, celebrating local talent and leading by example with teamwork, perseverance, and fair play.

INCLUSION

Implementing programs that ensure underrepresented groups can participate in all areas of football.





3. *ROLE DESCRIPTION*

Role Title	Referee Development Officer
Reports to	Football Development Manager
Location	Derbyshire FA, 8 & 9 Stadium Business Court, Millennium Way, Derby, DE24 8HP
Salary	£28,000 - £34,000

JOB PURPOSE

- To support delivery of the FA Grassroots Football Strategy, FA Referee Strategy and the Derbyshire County FA Business Strategy.
- To recruit, convert, retain, develop, and progress referees to service the game.
- To oversee Referee Course Programme and Progression Pathway.
- To support the Safeguarding & Discipline Manager, Discipline Officer with investigations and provide support to referees.
- To support in the delivery of diversity and inclusion targets and in creating a more inclusive culture across the CFA.
- Ensure that the CFA effectively implement and maintain the FA's Safeguarding 365 Standard within Football.
- To comply with FA Rules, regulations, policies, procedures and guidance that are in place.

PRINCIPAL ACCOUNTABILITIES / RESPONSIBILITIES

Recruitment:

- 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 to increase the number of active referees from historically under-represented communities and provide support and guidance to the Derbyshire County FA Inclusion Advisory Group.
- Implement strategies to increase the number of active female referees.
- Work towards providing a registered referee for every affiliated game of football in the County.
- Lead on planning and delivery of Referee Courses based on the needs of the County FA.
- Work alongside the referee developer workforce to deliver referee education courses to support the recruitment of referees.

Conversion:

- Implement strategies for new referees, to convert them from trainee referees to active referees.
- To work with Sanctioned Derbyshire FA Leagues to support with Referee Coverage.

Retention:

- Support referees within the grassroots game to retain them within refereeing season-on-season.
- Support referee registration ensuring all safeguarding criteria are met.
- Liaise with local leagues to ensure the appointment of registered referees.
- Provide an offer of, and lead, the delivery of referee development initiatives for the 'majority' grassroots referees.
- Support referees in submitting discipline reports, including reporting discrimination, as well as actively supporting referees following challenging situations.
- 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.
- Implement strategies to reward the Derbyshire County FA referee workforce.

Progression:

- Actively promote and support referees to progress through the refereeing pyramid.
- Provide an offer of, and lead, the delivery of inclusive referee development initiatives for progression pathway candidates and referees with the potential and opportunity to progress through the refereeing pyramid.
- Identify referees with the potential to develop within the Derbyshire County FA Referee Development Academy and The FA CORE programme.

General:

- Identify, manage and develop relationships with key partners to meet Derbyshire County FA strategic objectives.
- To lead and deliver the Derbyshire County FA Referee Awards.
- To lead and deliver the Derbyshire County FA new Referee Development evening.
- To lead and develop a robust and inspiring development programme for all referee levels covering recruitment, retention, and development of referees.
- To develop refereeing opportunities to diverse communities in line with DCFA Inclusion Plan.
- Implement strategies to increase the number of active BAME referees and provide support and guidance to the DCFA Inclusion Advisory Group.
- Implement strategies to increase the number of active female referees.
- To support the online registration process for referee registration through the FA Referee Portal ensuring all safeguarding criteria are met.
- To assist in the recruitment and continued development of all Observers, Tutors, Mentors, and other volunteers involved in supporting referees.
- To offer alternative environments for officials to operate (i.e., Mini-Soccer, Futsal, Small Sided, etc.)

- To maintain efficiently and effectively the Referee Operational Plan budget.
- To administer appointments of Match Officials where appropriate.
- Offer support and guidance to the Referee Associations within the County.
- Work collaboratively with The FA Referees' Department on local and national initiatives.

Safeguarding:

- To monitor and communicate with Derbyshire FA referees to ensure compliancy
- To work in accordance with The FA Safeguarding 365 standard within Football and abide by the Safeguarding Code of Conduct
- Ensure under-18 referees are effectively supported
- Ensure mentors working with under-18 referees are appropriately qualified and trained and are aware they are in a position of trust and the expectations of them in this regard.
- Regularly meet and collaborate with the Safeguarding & Discipline Manager and Discipline in all matters where it is apparent that there has been abusive behaviour involving under-18 players and/or where the Match Official is under-18 or identifies as an Adult at Risk;
- Make use of young people and adults at risk feedback to enhance the experience and fun and safety in football
- Listen to and consult with under-18 referees on their experiences as part of the CFA 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.
- Risk assess all DCFA events and activity for under-18 referees and where DCFA directly deploys under-18 referees and volunteers to ensure that appropriate safeguards are in place.
- Contribute to ensuring that safeguarding and equality are embedded throughout the DCFA and grassroots football across Derbyshire.

County Support:

- To support CFA engagement via improved data gathering, research & insight and targeted communications.
- Ensure compliance with CFA's health and safety policies.
- Support key marketing initiatives through the delivery of bespoke events and networks.
- Support referees in submitting discipline reports, including reporting discrimination, as well as actively supporting referees following challenging situations.
- Develop activities and campaigns which will support the achievement of our diversity and inclusion targets.
- To represent the CFA with internal and external stakeholders, campaigners and networking groups, positively engaging and informing on diversity and inclusion targets and activities.
- To support and deliver positive behaviour messages in support of raising standards across the game.
- To carry out any other duties prescribed by the Chief Executive Officer where and when necessary.
- To assist the Football Development Manager on the delivery of the FA Grassroots Football Strategy and the Derbyshire County FA Business Strategy.
- Executes additional tasks as required to meet CFA's changing priorities.



Knowledge/Experience/Technical Skills/Behaviours

ESSENTIAL

- A degree level qualification or equivalent experience.
- Experience of Sports/Football/Referee Development.
- Knowledge of The FA Grassroots Strategy.
- Knowledge of Derbyshire FA Strategy 2024-28.
- Knowledge of FA Systems.
- 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.
- Good self-management of time and the ability to meet deadlines.
- Ability to work independently.
- Ability to work strategically with partner organisations to deliver referee programmes and courses.
- Experience at report writing and excellent IT skills including the use of Microsoft Office applications.
- Excellent communications, interpersonal, team-working and presentations skills.
- Ability to analyse and communicate the interpretation of complex data.

DESIRABLE

- Two years' sports development experience.
- Practised at developing networks and relationships with a variety of stakeholders 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.
- An understanding of FA Regulations and Sanctions.
- Knowledge of non-traditional organisations that support volunteers in the grassroots game.
- Ability to deal with and manage conflict.
- Knowledge of The FA Grassroots 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 registered referee.



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The Role Holder will be expected to understand and work in accordance with Derbyshire FA values and behaviours as described below.

DCFA VALUES	BEHAVIOURS
INNOVATION	EXCITING WAYS TO DO NEW THINGS
INSPIRATION	LEADING AND MOTIVATING ALL OUR VOLUNTEERS WITHIN THE GAME
INCLUSION	FOOTBALL FOR ALL

ENHANCED DBS CHECK REQUIRED?	YES
CLEAN & FULL UK DRIVING LICENCE?	YES





4. HOW TO APPLY

- Complete the [Online Application Form](#) by **Wednesday 5th August 5pm**. Please note that no applications will be accepted after this time.

Please prepare:

- A CV setting out your career history, achievements and preferred contact details
 - A supporting statement (or covering letter) of no more than two pages, which fully addresses the criteria in the job description and person specification
 - Details of two references who can speak confidently about your time in their organisation
- Complete the [Equality and Diversity Monitoring Form](#). Please note that completing this form is entirely voluntary.

5. SELECTION PROCESS

- Interviews will take place on **Friday 14th August 2026**.

If you would like to find out more about the role, please contact:

- Alexander Walker, Derbyshire FA, Football Development Manager | alexander.walker@derbyshirefa.com





**DERBYSHIRE COUNTY
FOOTBALL ASSOCIATION**