



# Devon County

'Football For All'

## Role Profile

<b>Job Title:</b>	Referee Development Officer and Appointments Officer (RDO)	<b>Reports To:</b>	County Development Manager
<b>Location :</b>	Devon County FA, Newton Abbot, TQ12 1EJ	<b>Salary:</b>	£18,000

### Role Purpose:

Referee Development Officer

- Support the delivery of the Devon FA Business Plan and its National Game targets
- Recruit, retain and develop match officials to suitably service the game within Devon

Referee Appointments Officer

- To appoint referees, and where applicable assistant referees, to matches in the identified leagues and cup competitions

**Direct Reports:** None

### Key Accountabilities:

Referee Development Officer

- Manage the online registration process for referee registration
- Manage the referee promotion process for the County
- Develop and implement effective recruitment and retention strategies for referees that deliver all referee 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 and Female referees and provide support and guidance to the CFA Inclusion Advisory Group and key strategic groups
- Provide support to the CFA Referees' Committee and other working groups as required
- Provide support to the Designated Safeguarding Officer to ensure compliance with Safeguarding 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 and specific formats of the game such as Futsal, Disability and Walking Football
- Support all Leagues in Devon, including leagues within the National League System on recruitment, development and retention of referees and any data information requests from The FA
- Work with the Governance team and Designated Safeguarding Officer to ensure an effective and efficient football discipline process
- To deliver the FA Respect programme in conjunction with the FA Discipline department and in line with the FA Charter Standard Programme
- Executes additional tasks as required in order to meet CFA's changing priorities
- 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

Appointments Officer

- Ensure all appointments to leagues, competitions and clubs within the Devon FA Referee Appointment Scheme are completed
- Appoint to all Devon FA County Cup fixtures
- Retention of leagues, competitions and clubs within the Devon FA Referee Appointment Scheme
- Promotion of Devon FA Referee Appointment Scheme to leagues and competitions that are currently not in the scheme
- Appoint to designated FA Competitions, e.g. FA Vase, Women's FA Cup, FA Women's National League

## CFA Values and Behaviours

### 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

Essential:	Desirable:
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Laws of The Game</li> <li>• Structure and organisations within football such as County FA and Leagues</li> <li>• Inclusion, equality, safeguarding and anti-discrimination best practice</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of refereeing and referee development</li> <li>• Experience in working with a volunteer workforce</li> </ul> <p><b>Technical Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to work flexibly and sometimes unsociable hours</li> <li>• Ability to use Microsoft Office and online programmes</li> <li>• Good communication skills (written and visual presentations)</li> <li>• Diplomacy and the ability to deal appropriately with confidential information</li> </ul>	<ul style="list-style-type: none"> <li>• Be an active Match official</li> <li>• Project management and planning</li> <li>• FA Licensed Referee Tutor</li> <li>• Referee observer, mentor or coach</li> </ul>
<b>Enhanced CRC Check Required:</b>	YES
<b>Full Driving Licence:</b>	YES