



FOR ALL



Role Profile

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| Job Title: | Referee Development Officer (RDO) | Reports To: | <i>Company Secretary</i> | Grade: | N/a |
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Role Purpose:

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

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 & Referee Development Teams
- Provide support to the Designated Safeguarding Officer to ensure compliance with Safeguarding Children policies
- Manage the system of identifying young referees to develop within the Referee Academy 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 Discipline Manager 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

Behaviours: CFA add own if applicable

- **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 <ul style="list-style-type: none">• Laws of The Game• Structure and organisations within football• Inclusion, equality, safeguarding and anti – discrimination best practice Experience <ul style="list-style-type: none">• Experience of refereeing and /or referee development• Experience in working with a volunteer workforce Technical Skills <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• Be an active Match official• Project management and planning• FA Licensed Referee Tutor• Referee observer, mentor or coach |
| Enhanced CRC Check Required: | YES |
| Clean Full Driving Licence: | YES |