



FOR ALL



Job Description & Person Specification

Job Title	Referee Development Officer
Reports to	Company Secretary

Job Purpose	
<ul style="list-style-type: none"> To support delivery of the Durham County FA business plan and The FA National Game Strategy, FA Referee Strategy. To recruit, convert, retain, develop and progress referees to service the game. To ensure effective implementation of The FA 365 Safeguarding Operating Standard. To support the adoption of FA technology systems across grassroots football. 	

Location	Durham County FA Ltd, HQ, 'Codeslaw', Riverside South, Chester le Street, County Durham. DH3 3SJ
Working hours	35 hours per week, evening and weekend work when required
Contract type	Fixed term until 30 th June 2024 includes six month probationary period.

Responsibilities	
<ul style="list-style-type: none"> Implement recruitment strategies and identify areas of need for referees across all formats of the game within the county Implement strategies for new referees, to convert them from trainee referees to active referees. Support referees within the grassroots game and retain them. Actively promote and support referees to progress through the refereeing promotion system. Provide an offer of and lead the delivery of referee development initiatives for grassroots referees, promotion candidates and referees with the potential and opportunity to progress through the promotion system. Liaise with local leagues to ensure the appointment of appropriate registered referees. Identify referees with the potential and opportunity to develop within the Associations CORE group and The FA CORE programme. Assist in the development of the Referee Developer workforce; Observers, Tutors, Mentors, Coaches and other volunteers involved in supporting referees. Appoint match officials to County Cup competitions and Academies etc. Support referee registration and referees submitting discipline, including reporting discrimination, as well as actively supporting referees who require support following challenging situations or negative experiences. Collaborate with the Designated Safeguarding Officer and Discipline Department in all matters involving Under 18 referees and adults at risk within refereeing. Embed Safeguarding and Equality throughout the Association and grassroots football. Ensure referees are aware of FA technology systems (Whole Game System, MOAS, Full-Time) and support them in administering grassroots football. Implement strategies to increase the number of active BAME and Female referees and provide support and guidance to the Durham County FA Ltd Inclusion Advisory Group. Provide support to the Durham County FA Referees' Committee Deal with complaints regarding match officials Work collaboratively with The FA Referees Department on local and national initiatives. 	



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Person Specification	
Qualifications	
Essential <ul style="list-style-type: none"> • Educated to A Level or equivalent • A current registered referee 	Desirable <ul style="list-style-type: none"> • A degree, equivalent qualification or 2 years sports development experience
Skills	
Essential <ul style="list-style-type: none"> • Outstanding team-working skills • Exceptional communication, interpersonal and influencing skills • Diplomacy and the ability to deal appropriately with confidential information • Project management skills and experience – to plan, set and achieve objectives within strict deadlines • Able to use insight, data and reflection to make effective decisions • Excellent internal and external stakeholder relations skills needed to engage large audiences • Effective report writing and presentation skills • Effective prioritisation and time-management skills • Competent in the use of IT including Microsoft Office applications 	Desirable <ul style="list-style-type: none"> • Individual and group coaching and training skills
Knowledge and Experience	
Essential <ul style="list-style-type: none"> • Knowledge of referees and their level within the County FA • Experience of refereeing and / or referee development • Knowledge of the Laws of the Game • Knowledge of level required when appointing to County Cups. • Aware of requirements regarding promotion system • Demonstrates a detailed understanding of inclusion, equality and anti – discrimination best practice • Knowledge of monitoring and evaluating programmes 	Desirable <ul style="list-style-type: none"> • Experience in working with a volunteer workforce • FA Referee Tutor • FA Referee Developer
Enhanced DBS Check Required	YES



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Clean Full Driving Licence	YES
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The job Holder will be expected to understand and work in accordance with the values and behaviours described below	
FA Value	Behaviours
PROGRESSIVE	<p>Embraces new thinking in pursuit of continuous improvement</p> <ul style="list-style-type: none"> Identifies the need for, and actions change in direction, practice, policy or procedure Questions the way things are done Continuously seeks to improve efficiency and performance
RESPECTFUL	<p>Sets the standards for respectful behaviour across the game</p> <ul style="list-style-type: none"> Maintains people’s self-esteem when interacting with them Avoids pre-judgement when listening to suggestions from others Seizes the opportunity to apply CFA and FA standards at all times
INCLUSIVE	<p>Champions and ensures that football is, and will remain, a game for everyone</p> <ul style="list-style-type: none"> Openly collaborates with colleagues and partners in the game Provides equal opportunity to people of different backgrounds, experience and perspective Seeks out and embraces new ways of thinking and working
DETERMINED	<p>Tenacious and accountable. Serving the whole game and doing the right thing</p> <ul style="list-style-type: none"> Works relentlessly to overcome obstacles to achieve the goals stated in the Durham County FA business plan. Remains focused on seeing agreed goals through to completion taking pride in their work Maintains motivation for their team and themselves
EXCELLENT	<p>The very best outcome achieved by sustained excellence in performance</p> <ul style="list-style-type: none"> Seeks to achieve the highest levels of performance at all times Can be persistent to achieve a standard that others consider impossible Challenges others to go further and achieve more