



## Job Description and Person Specification

<b>Job title</b>	Referee Development Officer
<b>Reports to</b>	Designated Safeguarding Officer

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To support delivery of The FA National Game Strategy, FA Referee Strategy and the East Riding CFA Business Strategy.</li> <li>To recruit, convert, retain, develop and progress referees to service the game.</li> <li>To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> <li>To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li> </ul>	
<b>Direct reports</b>	None

<b>Location</b>	East Riding County FA, 220 Inglemire Lane Hull HU7 6TS
<b>Working hours</b>	17.5 hours per week to include weekends and evening work as required
<b>Contract type</b>	Fixed term to June 2024 (extension subject to funding)

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>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.</li> <li>Implement strategies for new referees, to convert them from trainee referees to active referees.</li> <li>Support referees within the grassroots game to retain them within refereeing season-on-season.</li> <li>Actively promote and support referees to progress through the refereeing pyramid.</li> <li>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 refereeing pyramid.</li> <li>Liaise with local leagues to ensure the appointment of appropriately-registered referees.</li> <li>Identify referees with the potential and opportunity to develop within the East Riding CFA CORE/Referee Academy and The FA CORE programme.</li> <li>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.</li> <li>Support referee registration ensuring all safeguarding criteria are met.</li> <li>Support referees in submitting discipline reports, including reporting discrimination, as well as actively supporting referees following challenging situations.</li> <li>Collaborate with the Designated Safeguarding Officer in all matters involving under-18 referees and adults at risk within refereeing.</li> <li>Provide guidance to under-18 referees to support them on matchdays.</li> <li>Ensure that a parental link is added to all CRM records in The FA's Whole Game System for all under-18 referees.</li> <li>Risk assess all East Riding CFA events and activity for under-18 referees and where the East Riding CFA directly deploys under-18 referees and volunteers to ensure that appropriate safeguards are in place.</li> </ul>	



- Ensure mentors working with under-18 referees are appropriately qualified and trained and are aware they are in a relationship of trust and the expectations of them in this regard.
- Regularly meet with the Designated Safeguarding Officer and Disciplinary Department in all matters where it is apparent that there has been abusive behaviour involving under-18 players and/or where the referee is under-18 or identifies as an adult at risk.
- Listen to and consult with under-18 referees on their experiences as part of the East Riding 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 (FA Learning, FA Events, Whole Game System, MOAS, Matchday app and Full-Time).
- Implement strategies to increase the number of active BAME referees and provide support and guidance to the East Riding CFA Inclusion Advisory Group.
- Implement strategies to increase the number of active female referees.
- Provide support to the East Riding CFA Referees' Development Team
- Work collaboratively with The FA Referees' Department on local and national initiatives.
- Contribute to ensuring that safeguarding and equality are embedded throughout the East Riding CFA and grassroots football.
- Execute tasks as required to meet the East Riding CFA changing priorities.

Person specification	
Qualifications	
<b>Essential</b> <ul style="list-style-type: none"> <li>• A degree level qualification or equivalent experience.</li> <li>• A current registered referee.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Two years' sports development experience</li> </ul>
Skills	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.</li> <li>• Project management skills and experience – to plan, set and achieve objectives to deadlines.</li> <li>• Excellent IT skills, including the use of Microsoft Office applications.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Excellent time management and prioritisation skills.</li> <li>• Excellent creative problem-solving and decision-making skills.</li> <li>• Outstanding communication and presentation skills.</li> <li>• Exceptional customer service.</li> <li>• Budget management skills.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Individual and group coaching and training skills</li> <li>• Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities</li> <li>• Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of referees</li> <li>• Capability to create multiple reports, budgets and plans</li> </ul>



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<ul style="list-style-type: none"> <li>Report-writing skills.</li> <li>Ability to use data to monitor and evaluate programmes.</li> <li>Influencing skills to champion change.</li> </ul>	
<b>Knowledge and experience</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>Experience of refereeing and/or referee development.</li> <li>Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</li> <li>Knowledge of the laws of the game.</li> <li>Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>Knowledge of The FA's National Game Strategy,</li> <li>Experience of project management,</li> <li>Experience of utilising mapping programmes to support strategic and logistical planning,</li> <li>Knowledge and understanding of working with volunteers.</li> <li>A current FA Referee Tutor.</li> <li>A current FA Referee Developer.</li> </ul>
<b>Enhanced DBS Check required?</b>	Yes
<b>Clean, full driving licence?</b>	Yes

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



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<b>Job description reviewed and modified by:</b>	Steve Lazenby
<b>Date job description reviewed and modified:</b>	10 <sup>th</sup> August 2021
<b>Job description authorised by:</b>	Adam Lowthorpe – CEO

<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.