**Job Description and Person Specification**

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| **Job Title** | Referee Development Officer  |
| **Reports To** | Referee Development Manager |

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| **Job Purpose(s)** |
| * To support delivery of The FA Grassroots Football Strategy and the Essex County FA Business Strategy.
* To recruit, convert, retain, develop and progress referees to service the game.
* To contribute to the effective implementation of The FA’s Safeguarding 365 for County FAs.
* To support the adoption of FA technology systems across grassroots football.
* To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.
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| **Direct Reports** | N/A |

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| **Location** | Springfield Lyons Approach, Springfield, Chelmsford, Essex, CM2 5LB. |
| **Working Hours** | Monday to Friday 9am – 5pm with evening or weekend working required. |
| **Contract Type**  | Permanent |

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| **Responsibilities** |
| * Support the identification of areas of need for referees across all formats of the game within the locality served by the County FA and implement recruitment strategies accordingly.
* Support the development, management and implementation of strategies for new referees, to convert them from Trainee Referees to fully qualified referees (Level 7 Junior Referee and Youth Referee).
* Support referees within the grassroots game to retain them within refereeing season-on-season.
* Actively promote and support referees to progress through the refereeing pyramid.
* 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.
* Liaise with and support local leagues to ensure the appointment of appropriately-registered referees.
* Identify referees with the potential and opportunity to develop within the Essex County FA CORE and The FA CORE programme.
* Assist in the development of the refereeing workforce: coaches, developers, mentors, observers and other volunteers involved in supporting referees ensuring that all safeguarding criteria are met.
* Support referee registration ensuring all safeguarding criteria are met.
* Support referees in submitting discipline reports, including reporting discrimination, as well as actively supporting referees following challenging situations.
* Collaborate with the Safeguarding Manager / Designated Safeguarding Officer in all matters involving under-18 referees and adults at risk within refereeing.
* Provide guidance to under-18 referees to support them on matchdays.
* Ensure that a parental link is added to all CRM records in The FA’s Whole Game System for all under-18 referees.
* Risk assess all Essex County FA events and activity for under-18 referees and where the Essex County FA directly deploys under-18 referees and volunteers to ensure that appropriate safeguards are in place.
* Ensure the refereeing workforce working with under-18 referees are appropriately qualified, trained and are aware they are in a relationship of trust and the expectations of them in this regard.
* Regularly meet with the Safeguarding Manager / Designated Safeguarding Officer and Football Services 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 Essex County FA 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 Events, Whole Game System, MOAS, Matchday app and Full-Time).
* Support the development, management and implementation of strategies to increase the number of active referees from an ethnically diverse background and provide support and guidance to the Essex County FA Inclusion Advisory Group.
* Support the development, management and implementation of strategies to increase the number of active female referees.
* Work collaboratively with The FA Referees’ Department on local and national initiatives.
* Contribute to ensuring that safeguarding and equality are embedded throughout the Essex County FA and grassroots football.
* Execute tasks as required to meet the Essex County FA changing priorities.
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| **Person Specification** |
| **Qualifications** |
| **Essential** * A degree level qualification or equivalent experience.
* A current registered referee.
 | **Desirable** * Two years’ sports development experience.
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| **Skills** |
| **Essential*** Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
* Project management skills and experience – to plan, set and achieve objectives to deadlines.
* Excellent IT skills, including the use of Microsoft Office applications.
* Ability to work independently and as part of a team.
* Excellent time management and prioritisation skills.
* Excellent creative problem-solving and decision- making skills.
* Outstanding communication and presentation skills.
* Exceptional customer service.
* Budget management skills.
* Report-writing skills.
* Ability to use data to monitor and evaluate programmes.
* Influencing skills to champion change.
 | **Desirable*** Individual and group coaching and training skills.
* Practised at developing networks and relationships with a variety of stakeholders in order 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.
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| **Knowledge and Experience** |
| **Essential*** 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.
 | **Desirable*** Knowledge of The FA’s Grassroots Football 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 FA Referee Developer.
* A current FA Referee Coach, Mentor and Observer.
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| **Enhanced DBS Check required?** | YES  |
| **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** |
| **ECFA Value** | **Behaviours** |
| Understanding | * We are supportive, empathetic and knowledgeable using insight and data to drive decision making.
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| New Innovations  | * We are proactive and creative to improve existing formats of football and explore new ways of delivering the game.
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| Integrity and Inclusion  | * We are fair, honest, and accountable ensuring equality and diversity to develop football for all and making sure all those who wish to be involved are supported and encouraged.
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| Teamwork | * We work collaboratively and inclusively with each other across all areas of the business, and with our partners across the game, to optimise all our opportunities.
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| Excellence | * We aim to deliver high quality football services, seeking feedback and constantly reviewing our work, to develop our services based on the needs of our community and individual customers.
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| **Job description reviewed and modified by** | Lukas Wood  |
| **Date job description reviewed and modified** | May 2022  |
| **Job description authorisedby** | Brendan Walshe |

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| **Signed by job holder (on appointment)** |  |
| **Date signed** |  |

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