

Gloucestershire Football Association

Oaklands Park Stadium, Gloucester Road, Almondsbury, Bristol, BS32 4AG
Tel: 01454 615888.
Support@GloucestershireFA.com
www.GloucestershireFA.com



Role Description and Person Specification

Role Title	Referee Mentor Co-Ordinator (volunteer)
Reports To	Equality & Workforce Development Manager

Role Purpose(s)
<p>The early stage of a referee's career can often be the most challenging and will often determine whether or not a referee continues on their refereeing journey. With that in mind, Gloucestershire FA is committed to supporting trainee referees by providing them with mentoring support.</p> <ul style="list-style-type: none">• The Referee Mentor Co-Ordinator is responsible for co-ordinating Gloucestershire FA's referee mentor workforce and will work alongside the Equality & Workforce Development Manager to identify training and development needs of new referees through mentor feedback.• The Referee Mentor Co-Ordinator will engage with Glos FA staff, new referees, and league appointments officers to assist with delivery of the Association's 'Conversion' target of trainee referees to fully qualified; the first five matches.• To develop and increase the Referee Mentor workforce and identify any workforce training requirements.

Direct Reports	None
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Location	<p>The role is undertaken remotely and at home at the discretion of the post holder. The post holder may occasionally be asked to attend face-to-face meetings at Glos FA HQ.</p> <p>Reasonable travel expenses will be paid for completion of County FA business in line with the Gloucestershire FA Expenses Policy.</p>
Working Hours	<p>There are no set hours for this role. The post holder will be expected to work with staff, volunteers, and the referee workforce to support newly qualified referees.</p>
Contract Type	Volunteer (Honorarium provided)

Responsibilities
<ul style="list-style-type: none">• To engage with all Trainee referees within 14 days of their face-to-face referee training module• To submit monthly plans and report on the number of mentor visits arranged and completed• To complete documentation associated with the referee mentoring scheme• To work with the Equality & Workforce Development Manager to support the growth of referees and referee mentors from diverse and underrepresented communities.• To work closely with the Referees' Mental Health Champion to ensure referees are aware of the support available to them.• To submit a regular report to the Equality & Workforce Development Manager with progress updates.

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- To work with the Designated Safeguarding Officer to ensure compliance with mentor workforce training and safeguarding qualification requirements
- To accept and abide by the requirements of the FA Safeguarding Code of Conduct (volunteers)
- To promptly report any concerns about safeguarding or the protection of children and young people or adults at risk directly to Gloucestershire FA Designated Safeguarding Officer (or Deputy) or a statutory organisation as required
- To comply with the Association's data protection policy when handling any personal data.
- To comply with the Association's IT and communications systems policy and social media policy.
- To maintain in-date FA DBS Check and FA Safeguarding Children Course qualifications
- To maintain a professional image in the promotion of the Association's activities whilst undertaking the role. If provided with Gloucestershire FA branded corporate clothing, you will be expected to wear this when undertaking the role in a public facing environment.

Person Specification	
Qualifications	
Essential <ul style="list-style-type: none"> • Qualified Match Official • In-date FA DBS Check & Safeguarding Children Course • Excellent IT skills, including the use of Microsoft 365 applications 	Desirable <ul style="list-style-type: none"> • FA Referee Developer • Referee Matchday Coach • Referee Mentor Training • Referee Appointments Officer
Skills	
Essential <ul style="list-style-type: none"> • Able to support and mentor referees as required during evenings and weekends • Self-motivated with excellent interpersonal skills and ability to build trust-based relationships with others • Ability to work independently and as part of a team • Good organisation skills • Good communication/presentation skills • Awareness of equality, diversity & inclusion within sport 	Desirable <ul style="list-style-type: none"> • Experience of mentoring/supporting young people • Awareness of FA systems, including Whole Game and Full Time • Understanding of the Referee Progression Pathway

Enhanced DBS Check required	Yes
Full Driving Licence	No

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The job holder will be expected to understand and work in accordance with the Association's values and behaviours described below.	
Glos FA Value	Behaviours
Open	<p>Open, transparent and approachable to new ideas and feedback</p> <ul style="list-style-type: none"> • Obtains and welcomes feedback from participants and volunteers, including from children and young people, to help identify the need for any change of direction, practice, policy or procedure. • Avoids pre-judgement when listening to suggestions from others. • Continuously seeks to improve efficiency and performance.
Honest	<p>To have open, honest communications both internally with colleagues and externally with stakeholders.</p> <ul style="list-style-type: none"> • Builds loyalty and trust with colleagues and customers • Maintains an individual's self-esteem when interacting with them. • Raises any concerns with line manager, DSO or Mental Health Champion
Inclusive	<p>Promotes and embeds safe, inclusive practices, opportunities and education for all:</p> <ul style="list-style-type: none"> • Openly collaborates with colleagues, partners and volunteers • Provides equal opportunity to people of different backgrounds, experience and perspective • Fosters an inclusive environment that recognises and values the differences of colleagues and volunteers.
Flexible	<p>Embraces new concepts and ways of working, adapting to the needs of the business and its stakeholders:</p> <ul style="list-style-type: none"> • Works flexibly to overcome barriers to achieving objectives. • Remains focused, maintaining motivation for the team and for themselves. • Maintains a healthy work-life balance.
Professional	<p>To be knowledgeable, passionate and maintain integrity of business conduct:</p> <ul style="list-style-type: none"> • Works to achieve an exemplary level of performance • Delivers work outcomes to agreed quality standards and timescales. • Supports and always applies the Glos FA standards of business conduct.

Role description reviewed & modified:	Sam Myatt – Equality & Workforce Development Manager
Date Role description reviewed & modified:	30 June 2024
Role Description authorised by:	David Neale – Chief Executive

Signed by the role holder (on appointment)	
Date Signed	

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