

## Gloucestershire FA Observer Coordinator Role Profile

### Background

The Gloucestershire Football Association (GFA) would like to appoint a Referee Observer Coordinator to appoint and develop the referee observer workforce in the north of the County.

### The Role

The Observer Coordinator (North) is responsible for the coordination of the observer activities involving GFA referees at levels 7, 6 and 5 who are in the GFA Promotion Scheme. The role will also be responsible for assisting the GFA Referees Development Officer (RDO) in deciding the training and development needs of all GFA Referee Observers in the north of the County. The voluntary role reports directly to the GFA RDO. An honorarium will be paid to the appointed candidate.

### Aims

- To ensure that each referee achieves their minimum requirement of observer reports.
- To establish and engage the GFA referee observer workforce.
- To improve the overall quality of the GFA referee observer workforce.
- To provide support and assistance to GFA Referee Observers throughout the season.
- To increase the number of active GFA Referee Observers.
- To engage within training of new Referee Observers, whilst offering development opportunities for the current referee observer workforce.

### Key Responsibilities

- Ensure all promotion candidates receive the minimum number of observations they are required to achieve in the Referee Marking Season, as laid out in the GFA Promotion Criteria.
- Keep an up to date and accurate calendar of games available for assessment as communicated by promotion candidates.
- Manage the appointments of appropriate observers to these games, ensuring where possible that observers do not see the same referee more than once in any one marking season (two times the maximum).
- Keep an accurate and complete record of all completed observer reports received by GFA Referee Observers.
- Highlight to the RDO any referees not achieving the standard expected.
- Ensure all observers are offering the correct advice and are marking candidates appropriately.
- Forward assessments on to promotion candidates after having recorded the details, ensured the observation report is of the standard expected, and ensured that the mark is appropriate.
- Provide the RDO with a monthly report on the progress of promotion candidates in relation to their observer reports.
- Work collaboratively with the RDO in organising Continued Professional Development (CPD) opportunities for current GFA registered Observers and ensure that the content is relevant to any problems that have been recurring within the observer workforce.
- Work closely with the County CORE Coordinator in providing names of referees who are consistently performing to a high standard.

- Check and verify the expense claims of observers before sending them on to the RDO for payment twice a season.
- Attend Referees' Committee Meetings
- Write a report prior to each meeting to share with the RDO and Committee
- Hold a valid FA DBS Check
- Hold a valid FA Safeguarding Children qualification

### **Experience & Background**

The ideal candidate for this role should have:

#### *Essential:*

- A reasonable level of experience operating as a referee.
- A reasonable level of experience as a referee observer.
- An ability to give guidance and advice through verbal or written feedback in a constructive manner.
- An understanding of the promotion scheme and other development programmes.
- Good communication and IT skills.
- Availability to attend Referees' Committee meetings and provide an appropriate report.
- Experience in presenting or delivering sessions.

#### *Desirable:*

- FA Qualified Referee Developer (Tutor)

Due to the nature of the role you will need to ensure that you have a valid DBS check and an in-date FA Safeguarding Children Workshop qualification. The successful candidate would also have to attend an annual Safeguarding Briefing, sign the Safeguarding Code of Conduct and within 6 months of appointment, complete the online Safeguarding for Committee Members workshop.

If you are interested in the above role, please complete the application form together with the Equality Monitoring Form and send it to Roger Vaughan via post or email by Wednesday 30th June 2021.

Mr R. Vaughan - [roger.vaughan@gloucestershirefa.com](mailto:roger.vaughan@gloucestershirefa.com)

Referee Development Officer, Gloucestershire FA. Oaklands Park, Gloucester Road, Almondsbury, Bristol BS32 4AG.

There will be an interview process for suitable candidates. Interviews will take place on Microsoft Teams and dates will be confirmed with the suitable candidates. Gloucestershire FA is committed to equality of opportunity and welcome applications from all sections of the community.

Anyone interested in the role is welcome to discuss this further with Roger Vaughan