

# EMPLOYMENT APPLICATION PACK:

Referee Education Officer



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# Referee Education Officer

**Salary:** circa £21,750 per annum

**Contract:** FT Aug 2023-Jun 2024  
(subject to renewal)

## What is the role?

We are looking for someone to drive the development of education and training of new and current referee workforce.

## What will you do?

- You will lead the development of education and training of new and current referees
- You will support the delivery of training for referee developers, observers and mentors
- You will work with Leagues, Universities, Colleges and Schools to support the delivery of training
- You will ensure referee development in Hampshire is safe, fun and inclusive

## What do you need?

- The ability to build and maintain working relationships
- The ability to work independently and as part of a team
- The ability to work around challenges by developing new solutions
- The determination to fail better - try > fail > learn > repeat

## Applications by 11 Aug 2023:

To apply, complete the online application form. Interviews will take place w/c 21 August 2023.

Access the form by scanning this QR code with a smartphone:



Or via : <https://forms.office.com/e/bTdNJfvs3b>

# APPLICATION PROCESS

Please see the accompanying **advert & job description, full role profile & person specification** and **supporting information**. These should be used as a guide when completing the application form. The application form can be made available in alternative formats and should this be required please contact us to advise of your requirements.

**Please complete the application form by clicking [here](#).**

If shortlisted, you will be invited to interview for the role. The exact format of the interview will be confirmed with notice of the interview and reasonable adjustments can be made to accommodate any needs you may have.

Hampshire FA have an understanding and commitment to **equality, diversity and inclusion** and would be grateful if you could complete an optional, anonymous equality monitoring form as part of your application. By completing this questionnaire, you are helping us to plan for the future and ensure we recruit from a diverse pool of applicants that are appropriate and relevant to the community we serve.

**Please complete the equality monitoring form by clicking [here](#).**

Hampshire FA are committed to **safeguarding children and adults at risk**. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through the FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Key Dates:

Application Closing date – 11th August 2023

Interviews dates – Week Commencing 21st August 2023



# FULL ROLE PROFILE & PERSON SPECIFICATION

Hampshire FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply for all roles.

<b>Job title</b>	Referee Education Officer
<b>Reports to</b>	Football Development Manager
<b>Job purpose(s)</b>	<ul style="list-style-type: none"> <li>To support delivery of The FA National Game Strategy and the Hampshire FA Business Strategy</li> <li>To develop and deliver education and training of new and current referee workforce</li> <li>To contribute to the effective implementation of The FA's Safeguarding 365 Operating Standard for County FAs.</li> <li>To work with the Referee Focus Group to coordinate new strategies to drive and develop the referee workforce</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>	Referee Development Manager
<b>Location</b>	Winklebury Football Complex, Basingstoke, RG23 8BF (Hybrid Working Policy currently in operation providing mix of office/remote working- subject to ongoing review)
<b>Working hours</b>	35.00 hours a week, occasional evening/weekend work required
<b>Contract type</b>	Initial full-time contract from August 2023 - 30th June 2024 (Further extension subject to funding renewal)
<b>Salary</b>	Circa £21,750 per annum

## Roles & Responsibilities:

<b>Representing Hampshire FA</b>	<ul style="list-style-type: none"> <li>Represent Hampshire FA with distinction and field queries effectively whilst adhering to the Customer Charter</li> <li>Support the maintenance of FA Safeguarding 365 Operating Standards</li> <li>Support the delivery of the Equality Action Plan</li> </ul>
<b>Operational Referee Development</b>	<ul style="list-style-type: none"> <li>Drive the development education and training of new and current referee workforce</li> <li>Coordinate the delivery of training of new and current referee workforce, including observers, mentors, developers and the referee volunteer workforce</li> <li>Support FA CORE through delivery of Hampshire FA CORE to identify referee talent working with Local Area Referee Committees</li> <li>Work with Universities, Colleges and Schools to support the delivery and education and training in support of the education and development of referees</li> <li>Recruit, inspire and motivate the referee workforce to deliver quality training and development</li> <li>Utilise the feedback from under-18s and adults at risk to enhance the experience, fun and safety in grassroots refereeing</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Support maintenance of FA safeguarding 365 operating standards and ensure that the safeguarding of young and vulnerable people is prioritised at all times</li> <li>Attend Safeguarding, Inclusion and Advisory Group (SIAG) meetings, to support the referee workforce.</li> <li>Carry out appropriate Safeguarding Risk Assessments for any activities delivered with support of the Referee Development Manager</li> <li>Ensure that all participants and their families are aware of how/encouraged to report any safeguarding concerns they might have</li> <li>Listen to and consult with under-18s on their experiences of grassroots referees as part of the Hampshire FA youth engagement strategy</li> </ul>



<b>Equality, Diversity &amp; Inclusion</b>	<ul style="list-style-type: none"> <li>• Ensure that refereeing is inclusive, diverse and reflective of local communities</li> <li>• Work with the EDI Officer to support the growth of referees and referee development from a diverse referee workforce</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>• Manage the Referee Developer Workforce to deliver quality training</li> <li>• Support the development of a diverse refereeing workforce with quality training and support</li> <li>• Recruit, inspire and motivate the referee workforce</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Manage budget or area of Business Strategy and adhere to Hampshire FA finance protocols, processing payments and invoices as required</li> <li>• Fully utilise funding in the support of the delivery of education and training of the referee workforce</li> <li>• Actively seek funding opportunities to support and enhance delivery of referee training</li> </ul>

**Skills**

**Knowledge/Experience**

<b>Essential (Required to fulfil role)</b>	<ul style="list-style-type: none"> <li>• Ability to work strategically with partner organisations</li> <li>• Ability to plan, set and achieve objectives to deadlines</li> <li>• IT skills, including the use of Microsoft Office applications</li> <li>• Ability to work independently and as part of a team</li> <li>• Time management and prioritisation</li> <li>• Communication and presentation skills</li> <li>• Influencing skills to champion change</li> </ul>	<ul style="list-style-type: none"> <li>• Practical experience of sports/football development/delivery</li> <li>• Provision of excellent customer service</li> </ul>
<b>Non-Essential (Beneficial but can be accumulated once in the role)</b>	<ul style="list-style-type: none"> <li>• Skilled in creating, delivering and maintaining support for referees including the growth, transition and retention of referees</li> <li>• Ability to use data to monitor and evaluate programmes</li> <li>• Problem-solving and decision-making</li> <li>• Capability to create multiple reports, budgets and plans</li> <li>• Budget management</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Grassroots Refereeing</li> <li>• Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding</li> <li>• Developing networks and relationships with a variety of stakeholders</li> <li>• Knowledge of the structure and partner organisations within football, nationally and within Hampshire</li> <li>• Knowledge of The FA's National Game Strategy</li> <li>• Knowledge of The FA Refereeing framework</li> <li>• Knowledge and understanding of working with volunteers</li> </ul>

**HFA Values**

**Expected Behaviours**

<b>PROGRESSIVE</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>
<b>RESPECTFUL</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 Hampshire FA standards at all times.</li> </ul>
<b>INCLUSIVE</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>
<b>DETERMINED</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>
<b>EXCELLENT</b>	<ul style="list-style-type: none"> <li>• Seeks to achieve the highest levels of performance at all times.</li> <li>• Can be committed to achieve a standard that others consider impossible.</li> <li>• Supports others to go further and achieve more.</li> </ul>

**Application Deadline:**

11<sup>th</sup> August 2023

**Interviews to be held (format TBC):**

Week Commencing 21<sup>st</sup> August 2023



# SUPPORTING INFORMATION

Hampshire FA Vision, Mission & Values

Vision

*Using the power of **football** to build a better future for all communities in **Hampshire**.*

Mission

Set strong foundations for all of Hampshire football to **Recover** stronger by enabling & supporting a bespoke Hampshire FA workforce.

Deliver an expanding network of **Hub Sites**, connected with & fully engaging their local communities.

Put **Youth Engagement** at the centre of all delivery & ensure young people are heard, safeguarded & empowered to influence the future.

Re-invigorate **Equality, Diversity & Inclusion** through new IAG/local engagement structure & governance standards.

Undertake a full business **Culture** review to embed inclusivity, safeguarding & quality community service throughout all we do.

Values

**Progressive - Respect - Inclusion - Determined - Excellence**

