

Role Profile /Job Description

Job Title:	Referee Development Officer		
Reports To:	Chief Executive Officer	Jobs Reporting into the Job Holder:	Administration Officer Referee Central Appointments Officer Referee Tutors & Assessors Referee Development Team (volunteers)
1. Job Purpose			
<p>To deliver the Referee Development Strategy for the County</p> <p>To support and develop all areas of refereeing in accordance with the Herefordshire FA Development Plan</p> <p>To focus Marketing, PR and Communications on promoting and delivery of the Referee Development Strategy for the County</p> <p>To lead and develop effective recruitment strategies covering inclusion, retention and development of referees</p> <p>To monitor the activity of the current referees and ensure referees coverage of CFA sanctioned matches is maximised</p> <p>To implement effective development strategies to improve referee performance/standards of officiating via education & training (CORE)</p> <p>To recruit and coordinate a Referee Development Team to support the key strategic objectives of Refereeing (recruitment, retention, performance, continuous training, development & promotion)</p> <p>To assist in the development of all Assessors, Tutors, Mentors and other volunteers involved in supporting referees</p> <p>To lead on management of FA Regulations and associated governance of Discipline for the County</p> <p>To provide guidance on the FA Discipline Regulations and to provide effective administration of the FA Discipline procedures</p>			
2. Principal Accountabilities/Responsibilities			
<p>Key Responsibilities</p> <ul style="list-style-type: none"> ▪ To implement the sections of the County Development Plan appertaining to the Job Purpose as detailed above, manage the budgets and access any funding opportunities to support further development within the game ▪ To manage the staff reporting to the Job Holder ▪ To have an understanding of the safeguarding risks and responsibilities relating to activities ▪ To have an understanding of Health and Safety responsibilities and Risk Assessments relating to activities ▪ To have an understanding of Data Protection, data security and data handling ▪ To undertake any reasonable request of the Association in the course of your work 			
3. Knowledge/Experience/Technical Skills/Behaviours			
a) Knowledge/Experience/Technical Skills			

<p>Essential:-</p> <ul style="list-style-type: none"> ▪ Interest and passion for referee development ▪ Graduate or graduate calibre ▪ Knowledge and experience of current strategies, national initiatives and issues in relation to football and referee development ▪ Understanding of refereeing strategy and development at local, regional and national level including promotion pathways ▪ Ability to work strategically with partner organisations/volunteers to produce development plans and deliver programmes ▪ Knowledge of the FA Discipline regulations and procedures ▪ Project management skills – to plan, set and achieve objectives within strict deadlines • Experience of writing reports and excellent IT skills 	<p>Desirable:-</p> <ul style="list-style-type: none"> ▪ Knowledge of The FA’s National Game Strategy and The FA’s Refereeing Strategy ▪ Experience of managing and working with budgets ▪ Experience of Marketing, PR and Communications ▪ Understanding of Safeguarding ▪ Understanding of Health and Safety and risk assessments ▪ Understanding of data protection, data security and data handling 								
<p>b) Behaviours – as defined in County Football Association Competency Model</p>									
<ul style="list-style-type: none"> • Progressive • Respectful • Inclusive • Determined • Excellent 	<ul style="list-style-type: none"> • Teamwork • Inspiration • Integrity • Reliability • Empathy 								
<p>Further Information</p> <p><i>Will the job-holder be in regulated activity with children and young people under the age of 18, within the context of the job or any subsequent related activities or responsibilities? YES</i></p> <p>As this role involves regulated activity with children or young people under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Bureau Disclosure, to ensure their suitability for the role.</p> <table border="1" data-bbox="174 1220 2103 1369"> <tr> <td data-bbox="174 1220 658 1257">Completed by Name/Role</td> <td data-bbox="658 1220 2103 1257"></td> </tr> <tr> <td data-bbox="174 1257 658 1294">Signature</td> <td data-bbox="658 1257 2103 1294"></td> </tr> <tr> <td data-bbox="174 1294 658 1331">Accepted by Name/Role</td> <td data-bbox="658 1294 2103 1331"></td> </tr> <tr> <td data-bbox="174 1331 658 1369">Signature</td> <td data-bbox="658 1331 2103 1369"></td> </tr> </table>		Completed by Name/Role		Signature		Accepted by Name/Role		Signature	
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