

Job Description and Person Specification

Job title	Football Development Officer (Referees)
Reports to	Head of Football Development & Investment

Job purpose(s)	
<ul style="list-style-type: none">• To support delivery of The FA National Game Strategy, Hertfordshire FA Business Strategy and the FA Referee Strategy.• To monitor, develop and support the referee workforce and referee committee structure.• To recruit, convert, retain, develop, and progress referees to service the game across Hertfordshire.• To contribute to the effective implementation of safeguarding for referees in Hertfordshire, linked to Safeguarding 365 for County FAs.• To support the adoption of FA technology systems across grassroots football.	
Direct reports	None

Location	This role is situated at Hertfordshire FA offices in Letchworth, with occasional travel within England. There will be opportunities for remote working as appropriate.
Working hours	This is a full-time role equating to 35 hours per week. There is a requirement to work evenings and weekends, in line with the demands of the role.
Contract type	Fixed Term 3 years with the normal probationary period. This is subject to a review at the end of year 2 when the position may be made permanent.

Responsibilities

- Work alongside the Hertfordshire FA Referee Committees to support referee recruitment, conversion, retention, and progression in Hertfordshire.
- Work collaboratively with The FA Referees' Department on local and national initiatives.
- Use data available to identify areas of need for referees across all formats of the game across Hertfordshire.
- Develop, deliver & review recruitment strategies for referees in Hertfordshire, including the co-ordination and delivery of FA Referee Education.
- Work strategically to support new referees, enabling them to convert from trainee to active referees.
- Offer opportunities for referees within the grassroots game to support retention season-on-season.
- Provide an offer and support the delivery of referee development initiatives for grassroots referees, promotion candidates and referees with the potential and opportunity to progress through the refereeing pyramid, including the FA CORE programme.
- Liaise with local leagues and Hertfordshire FA committees to ensure the appointment of registered referees across all competitions.
- Support the development of the referee developer workforce: observers, tutors, mentors, and other volunteers involved in supporting referees ensuring that all safeguarding criteria are met.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems and support communication across the platforms available to Hertfordshire FA.
- Support referee registration to ensure all referees meet safeguarding requirements. Undertake and lead on all necessary admin associated with the role.
- Support referees in submitting discipline reports, including reporting discrimination.
- Deliver a referee support group to actively support referees following challenging situations.

- Risk assess all Hertfordshire FA events and activity for under-18 referees and where the Hertfordshire FA directly deploys under-18 referees and volunteers to ensure that appropriate safeguards are in place.
- Work collaboratively with the Designated Safeguarding Officer and Disciplinary Department in all matters where it is apparent that there has been abusive behaviour involving under-18 players/referees and/or where the referee identifies as an adult at risk.
- Provide relevant support and guidance to under-18 referees to enhance their ability and skills as a referee.
- Listen to and consult with under-18 referees on their experiences as part of the Hertfordshire FA youth engagement strategy. Implement recommendations from listening to the voice of young people.
- Contribute to ensuring that safeguarding and equality are embedded throughout Hertfordshire FA and grassroots football.
- Implement strategies to increase diversity across the number of active referees. Use support and guidance from the Hertfordshire FA Inclusion Advisory Group & Referee Committees to support this area of work.
- Collaborate with delivery partners to support the recruitment, conversion, retention, and progression of referees in Hertfordshire.
- Provide reports to SLT and Board as and when required
- Execute any tasks as directed or required to meet any changing priorities of Hertfordshire FA

Person specification	
Qualifications	
<p>Essential</p> <ul style="list-style-type: none"> • Educated to A Level (or equivalent level) • Sport Development Qualification 	<p>Desirable</p> <ul style="list-style-type: none"> • Educated to Degree Level (or equivalent) in a sports related subject. • Registered referee/observer/mentor
Skills	
<p>Essential</p> <ul style="list-style-type: none"> • Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes for referees. • Project management skills/experience – to plan, set and achieve objectives to deadlines. • Ability to work independently and collaboratively 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. • Excellent IT skills, including the use of Microsoft Office applications. • Ability to use data to monitor and evaluate programmes. • Influencing skills to champion change. 	<p>Desirable</p> <ul style="list-style-type: none"> • Individual and group coaching and training skills • Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities • Skilled in creating, delivering, and maintaining pathways which support the growth, transition, and retention of referees • Budget management skills.

Knowledge and experience	
<p>Essential</p> <ul style="list-style-type: none"> • Experience of referee development. • Experience of working within a team and across departments to meet the needs of the business. • Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. • Knowledge of the laws of the game. • Knowledge of the Referee Pathway • Knowledge of partner organisations within football, nationally and within the County FA. 	<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of The FA's National Game Strategy, • Knowledge and understanding of working with volunteers. • Experience of strategic and logistical planning • Knowledge of Hertfordshire as a County • Experience of using FA technology • Experience of refereeing in grassroots football • A current FA Referee Developer or Developer environment.

Enhanced DBS Check required?	Yes
Clean, full driving licence?	Yes

The job holder will be expected to understand and work in accordance with the values and behaviours described below

Value	Behaviours
HONESTY	<p>Acts in an honest and honourable way on behalf of Hertfordshire FA:</p> <ul style="list-style-type: none"> • Open and accountable for our actions. • Recognise where you need help. • Deliver what you said you would to support the team and contribute towards the KPIs of the County FA.
EFFICIENCY	<p>Finds productive ways to support delivery of Key Performance Indicators:</p> <ul style="list-style-type: none"> • Seeks out and embraces new ways of thinking and working. • Seeks to achieve the highest levels of performance at all times.
RESPECT	<p>Acts with integrity, values others and contributes towards a supportive environment:</p> <ul style="list-style-type: none"> • Sets the standards for respectful behaviours across the game. • Maintains people's self-esteem when interacting with them. • Avoids pre-judgement when listening to others. • Seizes the opportunity to apply FA Standards at all times.
TRUST	<p>Tenacious and accountable. Serving the whole game and doing the right thing:</p> <ul style="list-style-type: none"> • Gives space to develop and learn from mistakes. • Takes accountability and ownership of own decisions. • Open and fair.
TEAMWORK	<p>Works collaboratively to achieve an effective outcome to benefit all:</p> <ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game. • Maintains motivation for their team and themselves. • Challenge's others to go further and achieve more.

Job description reviewed and modified by:	Head of Football Development & Investment
Date job description reviewed and modified:	27 th January 2022
Job description authorised by:	S. Maker

Signed by job holder (on appointment):	
Date signed:	