

HUNTINGDONSHIRE FOOTBALL ASSOCIATION LIMITED

President: M M Armstrong Chairman: M C Frost Vice Chairman: R Stephen Company Secretary: M Ives



Job Description and Person Specification

Job title	Referee Development & Club Support Officer
Reports to	General Manager

Job purpose(s)	
<ul style="list-style-type: none">To support delivery of The FA National Game Strategy, FA Referee Strategy and the Huntingdonshire FA Business Strategy.To recruit, convert, retain, develop and progress referees to service the game.To assist in the efficient running of the Football Services department.To manage and lead the County Cup competitions.To support the adoption of FA technology systems across grassroots football.To support the County Discipline Lead on all aspects relating to discipline as required.To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.To support the adoption of FA technology systems across grassroots football.To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.	
Direct reports	N/A

Location	Huntingdonshire FA, Ambury House, Sovereign Court, Lancaster Way, Ermine Business Park, Huntingdon, PE29 6XU
Working hours	37.5
Contract type	Permanent

Responsibilities
Referee Development <ul style="list-style-type: none">identify areas of need for referees across all formats of the game within the locality served by the County FA and implement recruitment strategies accordingly.Implement strategies for new referees, to convert them from trainee referees to active referees.Support referees within the grassroots game to retain them within refereeing season-on-season.Actively promote and support referees to progress through the refereeing pyramid.Provide an offer of, and lead, the delivery of referee development initiatives for grassroots referees, promotion candidates and referees with the potential and opportunity to progress through the refereeing pyramid.Liaise with local leagues to ensure the appointment of appropriately-registered referees.Identify referees with the potential and opportunity to develop within the Huntingdonshire FA CORE/Referee Academy and The FA CORE programme.Assist in the development of the referee developer workforce: observers, tutors, mentors, coaches and other volunteers involved in supporting referees ensuring that all safeguarding criteria are met.Support referee registration ensuring all safeguarding criteria are met.Support referees in submitting discipline reports, including reporting discrimination, as well as actively supporting referees following challenging situations.Collaborate with the Designated Safeguarding Officer in all matters involving under-18 referees and adults at risk within refereeing.Provide guidance to under-18 referees to support them on matchdays

HUNTINGDONSHIRE FOOTBALL ASSOCIATION LIMITED

President: M M Armstrong Chairman: M C Frost Vice Chairman: R Stephen Company Secretary: M Ives



- Ensure that a parental link is added to all CRM records in The FA's Whole Game System for all under-18 referees.
- Risk assess all Huntingdonshire FA events and activity for under-18 referees and where the Huntingdonshire FA directly deploys under-18 referees and volunteers to ensure that appropriate safeguards are in place.
- Ensure mentors working with under-18 referees are appropriately qualified and trained and are aware they are in a relationship of trust and the expectations of them in this regard.
- Regularly meet 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 and/or where the referee is under-18 or identifies as an adult at risk.
- Listen to and consult with under-18 referees on their experiences as part of the Huntingdonshire FA youth engagement strategy.
- Utilise the feedback from under -18s and adults at risk to enhance the refereeing experience and fun and safety in grassroots football.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, MOAS, Matchday app and Full-Time).
- Implement strategies to increase the number of active BAME referees and provide support and guidance to the Huntingdonshire FA Inclusion Advisory Group.
- Implement strategies to increase the number of active female referees.
- Provide support to the Huntingdonshire FA Referees' Committee (if applicable).
- Work collaboratively with The FA Referees' Department on local and national initiatives.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Huntingdonshire FA and grassroots football.
- Execute tasks as required to meet the Huntingdonshire FA changing priorities.

Club Support

County Cups

- Ensure that fixtures and results are communicated.
- Manage, develop, promote and administer all County Cup competitions including the planning of all finals.
- Make the draws for County Cup competitions.
- Manage the organisation, preparation and distribution of County Cup draws.
- Maintain a strong relationship with committees and other stakeholders to influence key decisions.
- Forward planning to ensure fixtures are completed as scheduled and with limited disruption.
- Provide advice and guidance on County Cup rules and regulations.

Discipline Support

- Arrange personal and non-personal hearings and act as the secretary to commissions when required.
- Ensure that the Huntingdonshire FA are operating at a minimum to The FA's 'Player and Club Guide to Personal Hearings'.
- Work in partnership with the County Discipline Lead to ensure the Huntingdonshire FA meet the targets and timings of all cases for the National Serious Case Panel.
- Support the local disciplinary panel and any training requirements.
- Ensure all under-18s involved in disciplinary cases are provided with age-appropriate support.
- Support with appeals and complaints in conjunction with the Football Services Manager where necessary.

HUNTINGDONSHIRE FOOTBALL ASSOCIATION LIMITED

President: M M Armstrong Chairman: M C Frost Vice Chairman: R Stephen Company Secretary: M Ives



General Governance

- Support the affiliation of clubs and ensure leagues fully comply with The FA Standard Code of Rules (adult and youth) prior to sanctioning.
- Collaborate with the Designated Safeguarding Officer to ensure the affiliation, sanctioning and registration processes are managed effectively and safeguarding requirements are met by clubs, leagues, coaches and referees.
- Support Clubs and Leagues with implementation of the player registration process.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (Whole Game System, Clubs and Competitions Portal, Matchday app and Full-Time).

Person specification

Qualifications

Essential

- Suitable qualification or equivalent experience

Desirable

- Two years' sports development experience

Skills

Essential

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to work independently and 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.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

Desirable

- Individual and group coaching and training skills
- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities
- Event organisation and management.
- Capability to create multiple reports, budgets and plans

HUNTINGDONSHIRE FOOTBALL ASSOCIATION LIMITED

President: M M Armstrong Chairman: M C Frost Vice Chairman: R Stephen Company Secretary: M Ives



Knowledge and experience	
Essential <ul style="list-style-type: none"> • Experience of refereeing and/or referee development. • Knowledge of the laws of the game. • Knowledge of grassroots football structures and the National League System. • Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. • Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. 	Desirable <ul style="list-style-type: none"> • Experience of project management • Knowledge and understanding of working with volunteers. • Knowledge of the structure and partner organisations within football, nationally and within the County FA locality
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	
FA value	Behaviours
PROGRESSIVE	Embraces new thinking in pursuit of continuous improvement: <ul style="list-style-type: none"> • Identifies the need for, and actions change in direction, practice, policy or procedure. • Questions the way things are done and takes informed risks. • Continuously seeks to improve efficiency and performance.
RESPECTFUL	Sets the standards for respectful behaviour across the game: <ul style="list-style-type: none"> • Maintains people's self-esteem when interacting with them. • Avoids pre-judgement when listening to suggestions from others. • Seizes the opportunity to apply FA standards at all times.
INCLUSIVE	Champions and ensures that football is, and will remain, a game for everyone: <ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game • Provides equal opportunity to people of different backgrounds, experience and perspective • Seeks out and embraces new ways of thinking and working.
DETERMINED	Tenacious and accountable. Serving the whole game and doing the right thing: <ul style="list-style-type: none"> • Works relentlessly to overcome roadblocks or obstacles to achieve the goal. • Remains focused on seeing agreed goals through to completion taking pride in their work. • Maintains motivation for their team and themselves.
EXCELLENT	The very best outcome achieved by sustained excellence in performance: <ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times. • Persistent to achieve a standard that others consider impossible. • Challenges others to go further and achieve more.

HUNTINGDONSHIRE FOOTBALL ASSOCIATION LIMITED

President: M M Armstrong Chairman: M C Frost Vice Chairman: R Stephen Company Secretary: M Ives



Job description reviewed and modified by:	Stefan Renwick
Date job description reviewed and modified:	16 th May 2022
Job description authorised by:	Mark Ives

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

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