



## Job Description

<b>Name of Role</b>	Referee Development Officer
<b>Line Manager</b>	Football Development Manager

<b>Primary Location</b>	IOM FA Headquarters, The Bowl, Douglas, Isle of Man IM21AD
<b>Travel Requirements</b>	Occasional requirement to work in other location within the Isle of Man. Occasional requirement to attend off-island training events.
<b>Working Hours</b>	3.5 hours per week
<b>Contract type</b>	Permanent

### Role within the team

The Isle of Man Football Association is committed to inspiring positive change through football. All our team members share this purpose and are dedicated to making meaningful impact through the sport. Every role holder is expected to enrich the organisation and enhance our ability to evolve and service the football community.

We have six strategic priorities as set out in the Business Strategy. These are:

- Improve playing choice and experience
- Deliver equal opportunities for women and girls
- Build more and improve existing facilities
- Tackle poor behaviour
- Develop a valued network of volunteers, coaches and referees

All roles within the team are designed to make a positive impact on one or more of these strategic priorities.

Our three strategic drivers play a major part of how we will achieve this.

- Create thriving community clubs
- Connect and serve participants
- Progress the game's governance

### Purpose of role

The primary purpose of the Referees Development Officer is to deliver the participation targets as set out in the IOM FA Business Strategy.

This is to be achieved through execution of the role responsibilities outline in this job description.

<b>Span of control</b>	0
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<b>Measurement of Success</b>	Measurable performance objectives will be jointly agreed between the role holder and their line manager at the start of each performance year. Success is measured by achievement of the targets and expectations set out these objectives.
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Role Responsibilities	% of time
<p><b>Develop a valued network of volunteers, coaches and referees</b></p> <ul style="list-style-type: none"> <li>• Increase the number of registered referees year on year to achieve the KPIs as set out in the Business Strategy, with an emphasis on broadening gender and age               <ul style="list-style-type: none"> <li>○ Build out an annual plan that sets out the interventions you will deliver to achieve in year targets</li> <li>○ Plan to include gap and needs analysis; trainee to qualified referee conversion</li> <li>○ Agree plan with stakeholders</li> <li>○ Deliver plan and use credible data to track progress against plan, highlighting risks or opportunities</li> </ul> </li> <li>• Use new and innovative ways to promote refereeing as an attractive opportunity for all ages               <ul style="list-style-type: none"> <li>○ Engage with local press and podcasters to increase coverage of referees</li> <li>○ Utilise the Youth Leadership Group to take feedback and fresh perspectives on how to make refereeing attractive to younger people#</li> <li>○ Collaborate with The FA’s Referees Department on local and national initiatives</li> </ul> </li> <li>• Plan and deliver interventions to regularly recognise and reward referees for their contribution to aid recruitment and retention               <ul style="list-style-type: none"> <li>○ Build out a recognition plan that aligns with key dates in the IOM FA calendar, utilises existing international volunteer days and includes other innovative ideas</li> <li>○ Agree plan with stakeholders</li> <li>○ Deliver plan and use credible data to track progress against plan, highlighting risks or opportunities</li> </ul> </li> <li>• Organise referee development programmes, promoting refereeing as a part-time job opportunity for all ages to aid conversion and retention               <ul style="list-style-type: none"> <li>○ Plan and facilitate delivery referee development programmes on-island</li> <li>○ Identify local partnership opportunities that engages a diverse range of people and provide funding for off-island opportunities</li> <li>○ Identify off-island partnership opportunities to integrate local trainee referees and referees into county level support networks.</li> </ul> </li> <li>• Ongoing development and support of the qualified referee network               <ul style="list-style-type: none"> <li>○ Actively promote and support referees through the Referee Pyramid</li> <li>○ Provide oversight and guidance to submission of referee discipline reports</li> <li>○ Provide proactive support to referees following challenging situations</li> </ul> </li> </ul>	<b>90%</b>



<ul style="list-style-type: none"> <li>○ Assist in the development of the referee developer workforce: observers, tutors, coaches and other volunteers involved in supporting referees ensuring that all safeguarding criteria are met.</li> <li>○ Partner with the Referee Appointments Officer to ensure provision of registered referees for all scheduled matches for all game formats.</li> <li>○ Provide guidance to under-18' referees to support them on matchdays</li> </ul>	
<p><b>Be a team player and own your performance</b></p> <ul style="list-style-type: none"> <li>● Visibly champion your commitment to equality, diversity and inclusion</li> <li>● Visibly act upon all IOM FA Safeguarding requirements</li> <li>● Build positive and trusted relationships with IOM FA colleagues, collaborating to achieve the best results.</li> <li>● Proactively engage with your equivalent role holder in other County FA's to share and leverage ideas, tools and processes.</li> <li>● Utilise the professional partnerships available to the IOM FA to always deliver the highest standard of service and outcomes.</li> <li>● Own your own contribution by jointly agreeing your performance objectives with your line manager and regularly checking in on progress.</li> <li>● Ensure you complete all regulatory requirements and mandatory learnings on time</li> <li>● Support the organisation of IOM FA events.</li> <li>● Accept that as a small team, all team members are required to contribute to the delivery of other tasks and duties outside of this job description as required.</li> </ul>	<b>10%</b>
	<b>100%</b>

### Minimum level of education or years' of experience

Applicants from school leavers are encouraged from those with a minimum of 5 GCSE's or IGCSE's and evidence of successful periods of work experience or community service.

Or

Applicants with multiple years of professional experience of sports development or other volunteer development programmes within football or other sports are welcomed.

### Professional certifications required for the role

None.

### Skills and Knowledge

- Ability to draw on high levels of energy and positivity to 'bring people with you'.
- Ability to manage own time in-line with performance priorities, with limited supervision
- Confident to open conversations, communicate and work with positively with others



**ISLE OF MAN  
FOOTBALL**

# Job Description

- Ability and willingness to learn and maintain up to date knowledge of refereeing requirements
- Basic use of Microsoft Office applications Word, Excel and Powerpoint.

**Enhanced DBS Check required?**

Yes

**Regulated position**

No