**Job Description and Person Specification**

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| **Job title** | Referee Development Assistant [RDA] |
| **Reports to** | Referee Development Lead [RDL] |

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| **Job purpose(s)** | |
| * To support delivery of the Kent FA Strategy, The FA Grassroots Football Strategy and The FA Referee Strategy * To support the RDL and lead with the recruitment and conversion of referees to service the game across Kent. * To support and assist the RDL to retain, develop and progress referees to service the game across Kent. * To coordinate referee appointments and coaches as part of the Kent FA Academy programme and County FA Cup to build strong relationships with participating Academies, Leagues and Clubs. * 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 |

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| **Location** | Kent FA headquarters – Invicta House, Cobdown Park, London Road, Ditton, Kent, ME20 6DQ.  A hybrid, flexible and remote working in line with Kent FA’s policies |
| **Working hours** | Full time, 35 hours per week including some evening and weekend working |
| **Contract type** | June 30th 2028 |

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| **Responsibilities** |
| * Support delivery of the Kent FA referee development programme, liaising with key stakeholders to meet the needs of the game. * Work in partnership with the RDL to support the recruitment, retention and development of referees. * Recruit and convert trainee referees through the FA Referee Course and local CPD opportunities. * Recruit, retain and develop diverse referees through the FA Referee Course and local CPD opportunities, with a focus on disability, diverse communities, and female referees. * Support the organisation of referee courses. Help identify venues, dates, advertising & administration of the courses. * Support the administration across the referee landscape and service the appropriate related mailboxes. * Use national and local data, research and customer insight to increase the number of active referees in grassroots football. * Provide administration support for the appointment of match officials to the four senior competitions and county cup grassroots competitions. * To monitor and support the referee department email accounts. * Provide administration support for the Kent FA Referees’ Committee, working groups and referee development team. * Work with the RDL to provide league support to ensure the appointment of appropriately registered referees. * Work collaboratively with The FA referees’ department on local and national initiatives. * Supporting the RDL with the Kent FA’s referee academy and Kent FA referee development group. * Support with the on-line referee registration process ensuring all safeguarding criteria are met. * 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. * 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 Kent FA events and activity for under-18 referees and where the Kent 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. * Listen to and consult with under-18 referees on their experiences as part of the Kent 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). * Contribute to ensuring that safeguarding and equality are embedded throughout the Kent FA and grassroots football. * Execute tasks as required to meet the Kent FA’s changing priorities. |

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| **Person specification** | |
| **Qualifications** | |
| **Essential**   * Educated to A Level * A current registered referee. | **Desirable**   * A qualification in sports development. * A degree |
| **Skills** | |
| **Essential**   * Ability to work independently and as part of a team. * Excellent organisational skills and the ability to prioritise workload effectively. * Excellent problem-solving and decision-making skills. * Ability to communicate effectively and in a manner appropriate to the audience. * Commitment to delivering exceptional standards of customer service. * Excellent IT skills, including the use of Microsoft Office applications. * Attention to detail and an ability to manage accurate recording and reporting of information. | **Desirable**   * Knowledge in creating, delivering and maintaining pathways which support the growth, transition and retention of referees. |
| **Knowledge and experience** | |
| **Essential**   * Experience of refereeing and/or referee development. * Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. * Knowledge of the Laws of the Game. * Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. | **Desirable**   * Knowledge of The FA Referee pathway. * Knowledge of The FA’s Grassroots Football Strategy. * Knowledge and understanding of working with volunteers. * A current FA Referee Tutor or Developer. |
| **Enhanced DBS Check required?** | YES |
| **Clean, full driving licence?** | YES |

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| **The job holder will be expected to understand and work in accordance with the values and behaviours described below** | |
| **FA value** | **Behaviours** |
| INNOVATIVE | **Embraces new and creative thinking in pursuit of continuous improvement:**   * Identifies new and different ways to overcome problems, thinking creatively to develop solutions. * Continuously seeks to improve efficiency and performance. |
| SUPPORTIVE | **Fosters a supportive culture:**   * Maintains people’s self-esteem when interacting with them. * Avoids pre-judgement when listening to suggestions from others. * Always seizes the opportunity to apply FA standards. |
| INCLUSIVE | **Champions and ensures that football is, and will remain, a game for *everyone:***   * 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. |
| REFLECTIVE | **Ensures that the whole game is represented across the business:**   * Remains focused on ensuring that all of Kent Football is represented by all stakeholders, proactively tackling roadblocks. * Provide a customer-focused approach that ensure connectivity to the Kent Football community. |
| EXCELLENT | **The very best outcome achieved by sustained excellence in performance:**   * 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. |

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| **Job description reviewed and modified by:** | Darryl Haden, Chief Executive Officer |
| **Date job description reviewed and modified:** | 4/4/2024 |
| **Job description authorisedby:** | Denise Richmond, Chair |

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| **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.