**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.
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| **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
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| **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.
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| **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.
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| **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.
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| 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.
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| 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.
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| 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.
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| 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.