

# LEICESTERSHIRE & RUTLAND COUNTY FOOTBALL ASSOCIATION



## JOB PROFILE

<b>Job Title:</b>	<b>Referee Development Officer</b>		
<b>Reports To:</b>	Interim Head of Football Operations	<b>Jobs Reporting into the Job Holder:</b>	None
<b>1. Job Purpose</b>			
<ul style="list-style-type: none"> <li>• Support the delivery of the Leicestershire and Rutland CFA Operational Plan and its National Game targets.</li> <li>• Manage recruitment and development programmes for referees that maximise coverage of affiliated league and cup fixtures.</li> <li>• Develop inclusive recruitment strategies for referees that increase the proportion of BAME and female referees.</li> <li>• Provide support for Safeguarding Children and Young People programmes and policies.</li> <li>• Provide support and guidance to the County FA Referees' Committee.</li> </ul>			
<b>2. Principal Accountabilities/Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Manage the online referee registration process</li> <li>• Develop and implement effective recruitment and retention strategies for referees that deliver County FA Key Performance Indicators.</li> <li>• Lead and support the volunteer Referee Development Team in the delivery of referee development initiatives.</li> <li>• Provide a range of learning and development opportunities for the referee workforce including; practical training and development, mentoring, seminars and on-line learning opportunities.</li> <li>• Implement strategies to increase the proportion of active BAME referees.</li> <li>• Provide support to the County FA Referees' Committee / Referee Development Team.</li> <li>• Provide support to the Designated Safeguarding Officer to ensure compliance with Safeguarding Children policies and procedures.</li> <li>• Support the development of the County FA Promotion and FA CORE programmes.</li> <li>• Lead in the development of Referee Observers, Tutors, Mentors, Coaches and other workforce volunteers.</li> <li>• Work with other Development Officers to support league, club and recreational football development.</li> <li>• Work with the Discipline Manager to ensure an effective and efficient football discipline process.</li> </ul>			
<b>3. Knowledge/Experience/Technical Skills/Behaviours</b>			

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Essential:	Desirable:
<ul style="list-style-type: none"><li>• Experience of refereeing and /or referee development</li><li>• Knowledge of the structure and organisations within football</li><li>• Knowledge of the Laws of The Game</li><li>• Demonstrate an understanding of inclusion, equality and anti – discrimination, safeguarding and best practice</li><li>• Be able to interpret and understand the needs of young children</li><li>• Ability to work flexibly and sometimes unsociable hours</li><li>• Experience in working with a volunteer workforce</li><li>• Good communication skills (written and visual presentations)</li><li>• Diplomacy and the ability to deal appropriately with confidential information</li><li>• Full Driving Licence</li></ul>	<ul style="list-style-type: none"><li>• Active match official</li><li>• Project management and planning</li><li>• FA Licensed Referee Tutor</li><li>• Referee Observer</li><li>• Safeguarding Children Qualification</li><li>• Experience of the CRC process</li></ul>
<b>b) Behaviours needed</b>	
<ul style="list-style-type: none"><li>• Collaborative Teamwork</li><li>• Influential Communication</li><li>• Customer Excellence and Quality</li><li>• Creating Solutions</li><li>• Inspiring others to succeed</li><li>• Fairness, equality and inclusion</li></ul>	

### Further Information

As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check, to ensure their suitability for the role.