**Role Description and Person Specification**

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| **Job title** | LRCFA Referee Mentor |
| **Reports to** | Workforce Development Lead |
| **Remuneration and Expenses** | £15 per visit conducted (up to 2 per allocated referee) |

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| **Job purpose(s) and Responsibilities** |
| Purpose;   * To be appointed to mentor and support new referees, with particular focus on supporting new referees through their first five matches with the aim of converting 60% of referees from trainee to Level 7 / Youth status.   Responsibilities;   * Conduct up to two match visits during a new referees first five matches, with feedback provided to the referee. * Provide on-going support to new referees officials that have attended the face-to-face element of the FA Referee Course, which could include check-in calls with the referee and 1-2-1 meetings (dependant on age of referee) * Communicate with league appointment secretaries to ensure the allocated referee is well transitioned into sanctioned leagues. * Complete post match feedback forms which are provided to the County FA and allocated referee. * To communicate with County FA Workforce Development Lead as required. * To adhere to LRCFA safeguarding policies, procedure and best practice recommendations, ensuring that Safeguarding is at the forefront of all actions carried out. * To sign and adhere to LRCFA Safeguarding Code of Conduct. * To, at all times, act in the best Interest of the game and shall not act in any manner which is improper or brings the game into disrepute or use any one, or a combination of violent conduct, serious foul play, threatening, abusive, indecent or insulting behaviour. |

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| **Person specification** | |
| **Qualifications** | |
| **Essential**   * Level 7 Referee or Higher * In date FA Safeguarding Children Workshop | **Desirable**   * FA Referee Mentor Training |
| **Skills / Knowledge / Experience** | |
| **Essential**   * Minimum of 3 years referee * Up to date knowledge of the Laws of the Game. * Understand the requirements needed for a referee to progress and develop. * Able to support and mentor referees as required, including evening and weekends when required. * Self-motivated with excellent interpersonal skills and ability to build trust-based relationships with others. * Ability to work independently and as part of a team. * Good time management * High level of problem-solving and decision- making skills. * A variety of outstanding communication and presentation skills, that can be adapting based on the audience. * Ability to show empathy and patience, but also resilience as part of challenging conversations. * Good level of IT skills, including the use of Microsoft Office applications include online platforms (Zoom, Microsoft Teams etc) * Understanding of essential FA Safeguarding practices with a commitment to prioritise Safeguarding above all else, especially when working with Children or Vulnerable Adults | **Desirable**   * Some experience of mentoring or observing referees * Knowledge of FA Technology Systems, including essential use of WGS and Full-Time. |
| **Enhanced FA DBS Check required?** | Yes |
| **Clean, full driving licence?** | Yes |