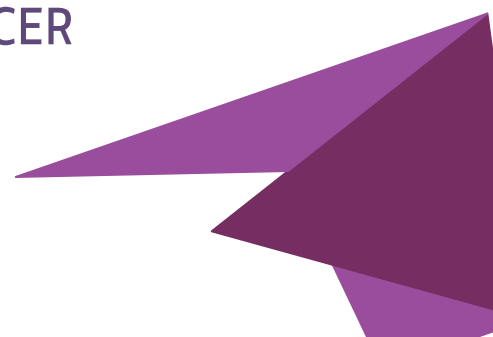




**LIVERPOOL COUNTY FA
RECRUITMENT PACK**

REFEREE DEVELOPMENT OFFICER





ABOUT LIVERPOOL COUNTY FA

Liverpool County FA is one of the most prestigious County FAs in the country, serving in excess of 55,000 players, 500 clubs and 3,500 teams.

As the governing body of the game across Merseyside, Liverpool County FA is responsible for setting high standards and values throughout the game at every level.

Liverpool County FA is responsible for providing the structure and support that enables players, coaches, volunteers and referees from across Merseyside to develop and enjoy the beautiful game.

Our utmost priority is that every participant is given the opportunity to develop in a progressive and enjoyable football environment.

By promoting 'Football for All', we encourage participation across all sections of society, regardless of age, ability, disability, gender, sexual orientation, race, religion or socio-economic status.

ABOUT THE ROLE

An exciting opportunity has arisen within our Football Services Team.

We are seeking to recruit an inspiring, dynamic and motivated individual as our new Referee Development Officer to help successfully recruit, convert, retain and progress referees within the game.

Liverpool County FA are looking for a highly skilled and innovative individual with a passion for football and specifically, referee development.

We have a passionate team that works across six Local Authorities: Liverpool, Knowsley, Sefton, St Helens, Warrington & Halton.

This is an incredibly exciting opportunity and a fantastic time to join our team as we continue to transform our organisation and focus on creating football opportunities for all.

What can we offer you?

- A salary of £23,000 p/annum plus benefits, dependent on experience.
- A commitment to continuous personal development
- An exciting opportunity to join a passionate and forward-thinking governing body.
- A rare and unique opportunity to work with key stakeholders across the grassroots and professional game.



HOW TO APPLY

The post is advertised on a Full-Time basis (35 hours p/week). Please note, the role will also include evening and weekend work.

The successful candidate will be based between:

Liverpool County FA Head Office

Walton Hall Park, Walton Hall Avenue, Liverpool, L4 9XP

and

LCFA Sefton

Drummond Road, Thornton, Crosby, L23 9YP

The closing date for applications is **Monday 26 April at midday**. Any applications received after this time will not be accepted.

Interviews are scheduled to take place on the following date(s): **Wednesday 5 May 2021**

For more information about the role please visit the Liverpool County FA website to download the full job description.

If you would like to discuss the role, please contact:

Steve Swinnerton, Football Services Manager – steven.swinerton@liverpoolfa.com / 07714 642061

To apply for the job please submit a CV and a covering letter explaining your suitability, experience and expertise against each of the key areas listed in the full job description.

Once complete, please email your CV, covering letter (inclusive of two references) and Equality & Diversity Form to recruitment@liverpoolfa.com.

All application should be marked '**Private & Confidential – Referee Development Officer Job Application.**'

Disclosure and Barring Service Check As this role involves direct access to young people under the age of 18, within the context of the job and any subsequent related activities or responsibilities, the successful candidate will undergo a thorough screening process that will include an enhanced level Disclosure and Barring Service check to ensure their suitability for the role.

Liverpool FA is committed to achieving equality and fairness in employment and service delivery and we welcome applications from all sections of the community.



JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Referee Development Officer

Reports To: Football Services Manager

Direct Reports: N/A

Job Purpose(s):

- To recruit, convert, retain, develop and progress referees to service the game.
 - To support delivery of The FA National Game Strategy and Liverpool County FA's 2021-24 Business Strategy.
 - To ensure effective implementation of The FA Safeguarding Operating Standard.
 - To support the adoption of FA technology systems across grassroots football.
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Responsibilities:

- Identify areas of need for referees across all formats of the game within the region and implement recruitment strategies accordingly.
- Implement strategies for new referees, to transition them from Trainee referees to active referees.
- Support referees within the grassroots game to retain them within refereeing season upon season.
- Actively promote and support referees to progress through the refereeing pyramid.
- Provide an offer of/and lead the delivery of referee development initiatives for grassroots referees, promotion candidates and referees with the potential and opportunity to progress through the refereeing pyramid.
- Liaise with Liverpool County FA member leagues to ensure the appointment of appropriate registered referees.
- Identify referees with the potential and opportunity to develop within Liverpool County FA's CORE/Referee Academy and The FA CORE programme.
- Assist in the development of the Referee Developer workforce; Observers, Tutors, Mentors, Coaches and other volunteers involved in supporting referees.
- Lead the annual referee registration process and support referees submitting discipline, including reporting discrimination.
- Ensure referees are aware and utilising FA technology systems (Whole Game System, MOAS, Full-Time, Matchday App), whilst supporting them in administering grassroots football.
- Implement strategies to increase the number of active BAME referees and provide support and guidance to Liverpool County FA's Inclusion Advisory Group.
- Implement strategies to increase the number of active female referees.
- Provide support to all referees who experience challenging moments, to aide referee retention
- Work collaboratively with The FA Referees Department on local and national initiatives.
- Collaborate with the Designated Safeguarding Officer and Discipline Officer in all matters involving Under 18 referees and adults at risk within refereeing.
- Embed safeguarding and equality throughout Liverpool County FA and grassroots football.
- Support, promote and manage the delivery of the FA RESPECT programme and achieve specific National Game targets



JOB DESCRIPTION & PERSON SPECIFICATION

Qualifications: **Essential**

- Educated to A Level or equivalent
- A current registered referee

Desirable

- A degree, equivalent qualification or at least 2 years sports development experience
 - Experience of utilising mapping programmes (Google maps) to support strategic and logistical planning
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Skills: **Essential**

- Outstanding team-working skills
- Exceptional communication, interpersonal and influencing skills
- Diplomacy and the ability to deal appropriately with confidential information
- Project management skills and experience – to plan, set and achieve objectives within strict deadlines
- Able to use insight, data and reflection to make effective decisions
- Excellent internal and external stakeholder relations skills needed to engage large audiences
- Effective report writing and presentation skills
- Effective prioritisation and time-management skills
- Competent in the use of IT including Microsoft Office applications

Desirable

- Individual and group coaching, training and mentoring skills
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Knowledge & Experience

Essential

- Experience of refereeing and / or referee development
- Knowledge of the Laws of the Game
- Knowledge of The FA National Game Strategy
- Working knowledge of Whole Game System, MOAS, Full-Time, Matchday App
- Demonstrates a detailed understanding of inclusion, equality and anti – discrimination best practice
- Knowledge of monitoring and evaluating programmes



Desirable

- Experience in working with a volunteer workforce
- FA Referee Tutor
- FA Referee Developer
- Knowledge of The FA Respect Programme

Enhanced DBS Check required? **Yes**

Clean, full driving license required? **Yes**

Check required on Companies House disqualified Directors' register? **No**



JOB DESCRIPTION & PERSON SPECIFICATION

The successful applicant will be expected to work in accordance with the values and behaviours of Liverpool County FA at all time.

Liverpool County FA Values & Behaviours

ENTHUSIASM

We will have a positive approach and desire to meet the needs of our football community.

PROFESSIONALISM

We will provide a high-quality service that serves our football community.

FAIR

We are committed to promoting equality by treating people fairly and with respect.

PASSIONATE

We will uphold the ardent love of football within Merseyside and ensure it is celebrated.

TEAMWORK

We will work together with all of our football community to provide football for all.

COMMUNITY

We will provide a sense of belonging and togetherness for all involved in football in Merseyside.

Job Description authorised by: Daniel Green, Chief Executive Officer

Date Job Description authorised: 29 March 2021

Signed by job holder
(on appointment)

Date signed: