

# LIVERPOOL COUNTY FA PREMIER LEAGUE



PRESIDENT: M. Heller

CHAIRMAN: P. Farrell

## **Referees' Appointments Officer**

Applications are invited for the above role, to commence prior to the start of the 2020-2021 Football Season.

The role will be responsible for appointing referees (other than the Premier Division) to cover games played in the Liverpool County Premier League.

Initially, applicants should send a brief CV of their involvement in football to the Chairman, Pat Farrell, email address [p.farrell3@sky.com](mailto:p.farrell3@sky.com)

**Closing date for applications is Friday 26<sup>th</sup> June 2020.**

After the application period, interviews will be held to determine the best applicant for the role. A suitable honorarium will be paid for the role.

Iain Munro  
League Secretary.  
10<sup>th</sup> June 2020.

**SEE BELOW FOR JOB DESCRIPTION**

**Secretary: I. Munro, 17 Downes Green, Bebington, Wirral, Merseyside, CH63 9LX  
Tel: 0151 334 9540 Mobile: 07802 535630  
Email: [iainmunro1946@hotmail.com](mailto:iainmunro1946@hotmail.com)**

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**CHAIRMAN: P. Farrell**

**Job Title:** Referee Appointments Officer:

**Reports to:** LCPL management Committee

## **Purpose**

- Appoint Match Officials as required to the LCPL Premier Division, Divisions One & Two, U18s and Junior Leagues
- Provide progression /opportunities for Match Officials, in association with the Observer Co-Ordinator / Coaches and RDM.
- Streamline Match Official appointments, answer queries and provide reports to LCPL Committee

## **Principal Accountabilities/Responsibilities**

- Increase the activity of Match Officials so that the number of matches controlled by a qualified Referee increases in line with FA/ Liverpool FA targets.
- Ensure appointments are made with consideration of expenses.
- Ensure all Match Officials adhere to FA regulations in respect of registration, use MOAS/ Full time as a required.
- Work collaboratively with the Liverpool County FA in providing information and recommendations for appointments
- Work collaboratively with the Northwest Combined Counties Referees Pool's Referees Appointments Officer in supporting appointments to the Pool.

## **Knowledge/Experience/Technical Skills/Behaviours**

### **Essential:**

- Ability to be flexible, take unsociable hours calls / texts / emails including weekends and public holidays.
- Diplomacy and the ability to deal appropriately with confidential information.
- Excellent organiser, communicator, and time manager.
- Ability to work to tight deadlines.
- Knowledge of the structure and organisations within local football.
- Experience of working with volunteers and motivating others.
- Be contactable by telephone / email.
- Be IT literate with a good understanding of Microsoft Word & Excel.
- Appoint Match Officials within the FA MOAS system / Full Time Admin System and moving forward Whole Game System (WGS).
- Safeguarding requirements.

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## **Character and Customer Values / Behaviours (Must be able to clearly demonstrate these values)**

### **Expected Behaviours:** Summary of Performance against Expected Behaviours: **Teamwork**

- Collaborate effectively and inclusively with all colleagues, stakeholders and partners.

### **Integrity**

- Exhibit honesty, reliability, and trustworthiness at all times

### **Inspiration**

- Communicate own perspective in an engaging and collaborative way

### **Responsibility**

- Proactively take accountability for actions and decisions
- Take ownership of resulting consequences and shares successes

### **Empathy**

- Be mindful of self and others through compassion and a wide understanding of the needs of colleagues, stakeholders and partners
- Show respect and consideration for others through thoughts and actions

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