



LIVERPOOL COUNTY FA RECRUITMENT PACK

REFEREE DEVELOPMENT OFFICER

April 2022



ABOUT LCFA

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 important and exciting opportunity has arisen to join our Team.

We are seeking to recruit an inspiring, dynamic and motivated individual as our Referee Development Officer who will lead on the recruitment, conversion, retention and progression of Referees within the game.

This is a crucial role for Liverpool County FA and the wider grassroots game locally and so we are looking for a highly skilled, knowledgeable and qualified candidate who can contribute to the delivery of our Grassroots Development Plan and The FA National Game Strategy.

The successful candidate will be joining a talented 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 a better football experience for all.

This is a full-time permanent role with a starting salary of £23,000 plus benefits, dependent upon experience.



HOW TO APPLY

The closing date for applications is **Friday 20 May at 10:30AM**. Interviews for the position will be held on **Tuesday 31 May** with representatives from Liverpool County FA and The FA.

For an informal discussion about Liverpool County FA and the role of Referee Development Officer, please contact:

Steve Swinnerton | Football Services Manager

Steven.swinnerton@liverpoolfa.com

0151 523 4488

To apply for the role of Referee Development Officer please submit a CV and covering letter detailing the qualities and attributes you would bring to compliment Liverpool County FA's Team. Before applying, please see the relevant role profile below.

Completed applications can be sent to recruitment@liverpoolfa.com along with a completed Equality & Diversity Form.

All applications should be marked '**Private & Confidential – LCFA Referee Development Officer**'.

Liverpool County FA promotes inclusion, values diversity and welcomes applications from everyone. If you have any particular requirements in respect of the recruitment or interview process, please highlight this in your application or contact the Chief Executive Officer who will be happy to offer support.

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 & SPECIFICATION

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 support the adoption of FA technology systems across grassroots football.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.

Job 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 KPIs.
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Qualifications:

Essential

- Educated to A-Level or equivalent.
- Registered Referee.
- Proven experience in a Referee related role and/or Development role.

Desirable

- A degree/equivalent qualification/2 years sports development experience.
 - Experience of utilising mapping programmes (Google maps) to support strategic and logistical planning.
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Skills:

- 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
 - Able to use insight, data and reflection to make effective decisions
 - Excellent internal and external stakeholder relations skills
 - Effective report writing and presentation skills
 - Effective prioritisation and time-management skills
 - Competent in the use of IT including Microsoft Office applications
 - Individual and group coaching, training, and mentoring skills
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Knowledge & Experience:

- 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
- 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

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

Liverpool County FA Values & Behaviours

- **Teamwork**
- **Inclusivity**
- **Passion**
- **Integrity**

Job Description authorised by: **Daniel Green, Chief Executive Officer**
Date Job Description authorised: **April 2022**

Signed by job holder
(on appointment)