**Job Title: Referee Appointments Officer**

**Reports to: Liverpool Business Houses Football League (“LBHFL”) management Committee**

# Purpose

* Assemble a panel of match officials to officiate games as required to the LBHFL League fixtures and provide support to referees
* Streamline Match Official appointments, answer queries and provide reports to LBHFL Committee.

# Principal Accountabilities/Responsibilities

* Ensure appointments are made and that match officials receive their fees in line with LBHFL rules.
* Ensure all Match Officials adhere to FA regulations in respect of registration and use the Whole game System as a required.
* Work collaboratively with the Liverpool County FA in providing information and recommendations for appointments in LBHFL, and Liverpool County FA competitions.

**Knowledge/Experience/Technical Skills/Behaviours Essential:**

* Good knowledge of the structure and organisations within local football.
* Experience of working with volunteers and motivating others
* Excellent organiser, communicator, and time manager.
* Ability to work to tight deadlines
* 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.
* Be contactable by telephone / email.
* Be IT literate with a good understanding of Microsoft Word & Excel.
* Appoint Match Officials within the FA Full Time Admin System and moving forward the Whole Game System (WGS), or its successor.