**Role Description & Person Specification**

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| **Role title** | LCFA Appointments Coordinator |
| **Reports to** | CFA RDO |

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| **Job purpose(s)** |
| The LCFA Appointments Coordinator is responsible for the coordination of the matchday appointments of LCFA referees for County FA appointments. The role will be responsible for supporting the LCFA Referee Development Officer (RDO) in appointing referees to games including County Cups, Liverpool and Everton FC Academies, as well as The Regional Talent Club (RTC) Programme. |
| **Direct reports** | None |

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| **Location** | **Liverpool County FA Head Office****Walton Hall Park, Walton Hall Avenue, Liverpool, L4 9XP** |
| **Working hours** | Flexible |
| **Contract type**  | Voluntary |

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| **Responsibilities** |
| * Ensure all CFA appointed matches have a Registered Referee appointed.
* Keep an up to date and accurate calendar of games available and closed dates.
* Manage the appointments of appropriate referees to games.
* Highlight any praise/concerns regarding referees to the RDO.
* Work collaboratively with the Referee Development Team (RDT), linking in with other roles where relevant to ensure referees are fully supported.
* Work closely with the County CORE Coordinator and RDO in providing names of referees who are consistently performing to a high standard.
* Attend RDT meetings.
* Write a report each quarter to share with the RDO and RDT.
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| **Person specification** |
| **Essential** * An ability to communicate effectively and be organised.
* An understanding of the FA’s Order of Precedence.
* Good IT skills.
* Availability to attend a quarterly RDT meeting and provide an appropriate report.
* A valid FA DBS Check.
* A valid FA Safeguarding Children Qualification.
 | **Desirable** * Experience as a Referee
* Experience as a Referee Appointments Officer.
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| **The role holder will be expected to understand and work in accordance with the values and behaviours described below**  |
| **FA value** | **Behaviours** |
| Teamwork | * 11 passionate and experienced individuals working as 1 team for the benefit of grassroots football in Merseyside
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| Integrity | * We strive to do the right thing always, acting truthfully and respectfully to safeguard the integrity of the game
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| Inclusive | * We’ve got the World in One City and no one will be left on the sidelines, football is for everyone
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| Passionate | * To always have our best starting 11 bringing their love of football, passion, pride and promise to you all, every time.
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| **Role description reviewed and modified by:** | Natasha Wilson |
| **Date role description reviewed and modified:** | August 2021 |
| **Role description authorisedby:** |  |

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| **Signed by role holder (on appointment):**  |  |
| **Date signed:** |  |

One copy to be retained by the role holder, one signed copy to be stored confidentially by the employer.