**Role Description & Person Specification**

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| **Role title** | LCFA Referee Mentor Lead |
| **Reports to** | CFA RDO |

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| **Job purpose(s)** | |
| The LCFA Referee Mentor Lead is responsible for the coordination of an effective LCFA Referee Mentor Programme. The role will also assist the LCFA Referee Development Officer (RDO) in deciding the training and development needs of all LCFA referees through mentor feedback | |
| **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 LCFA Referees have a mentor that they are able to contact should they need support. * Ensure the referee workforce is appropriately supported throughout the season. * Highlight to the RDO any referees who need additional support to increase conversion from the course and retention into the future. * Work collaboratively with the Referee Development Team (RDT). * Work closely with the Referee Appointments Coordinator and RDO in providing names of referees who are in need of support so that a proportional level of support can be offered. * Attend RDT meetings. * Write a report each quarter to share with the RDO and RDT. |

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| **Person specification** | |
| **Essential**   * Experience as a referee. * Good communication and personal skills. * Availability to attend a quarterly RDT meeting and provide an appropriate report. * Experience in presenting or delivering sessions. * An ability to give guidance and advice through verbal or written feedback in a constructive manner. | **Desirable**   * Experience as a referee mentor. * Experience in developing and supporting people. |

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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 |
| Integrity | * We strive to do the right thing always, acting truthfully and respectfully to safeguard the integrity of the game |
| Inclusive | * We’ve got the World in One City and no one will be left on the sidelines, football is for everyone |
| 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.