 

**An opportunity has arisen to join the North West Womens Regional League as the match officials’ appointments officer.**

The role involves appointing referees to the North West Womens Regional Football League.  The successful candidate will also be responsible for collating and reporting on referees performance and marks.

The candidate should have experience in appointing match officials or similar role.  Further details can be found on the role profile attached.

There is an honorarium available for the successful applicant details of which will be discussed at the interview stage

The closing date for applications is 31st March 2019.

A letter of application should be submitted to the League Secretary, Gill.Wallworth: Email: *gill.wallworth@btinternet.com*together with a short CV only containing information relevant to the post.

 

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| Job Title  | Match Officials Appointments Officer  |
| Reports to  | North West Regional Womens Football League |
| Key Tasks  | * Match Officials Appointments (Referees and assistants)
* Re-appointments
* Communication of appointments and re-appointments
* Collation of Match Officials Marks
* Handling of reports regarding officials appointments
* Supporting the development of match officials in conjunction with the CFA and FA
* Produce timely and accurate reports particularly in terms of match officials performance
* Identify those officials falling below the required standards so they can be offered support
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| Key Skills  | * Ability to communicate with match officials at a senior level
* Knowledge of FA Rules concerning refereeing
* Understanding of The FA Order of Precedence
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| Key Relationships  | * Referees
* Club personnel
* Fixtures Secretaries
* FA Appointments Officers
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| IT Functionality  | * Microsoft Office (Excel, Outlook and Word)
* Familiar with the FA full Time administration system
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| Hints & Notes  | * Important to liaise with The FA and CFA’s, who may have priority in appointments, and may need to take referees at short notice.
* Be available to support referees after games, particularly with difficult situations and post-match questions
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