



Role Profile

Job Title:	Referee Development Officer		
Salary:	£25k		
Reports To:	Head of Football Development	Jobs Reporting into the Job Holder:	N/A
1. Job Purpose			
<ul style="list-style-type: none"> ▪ To recruit, convert, retain, develop and progress referees to service the game in London ▪ Strategic lead and accountable for the delivery of all organisational referee KPI's ▪ Work with the London FA Referee Committee to provide a robust offer ▪ To ensure effective implementation of The FA Safeguarding Operating Standard ▪ To support the adoption of FA technology systems across grassroots football 			
2. Principal Accountabilities/Responsibilities			
<u>Key Responsibilities:</u>			
<ul style="list-style-type: none"> ▪ Identify areas of need for referees across all formats of the game within the county and implement recruitment strategies accordingly ▪ Implement strategies for new referees, to convert 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 local leagues to ensure the appointment of appropriate registered referees ▪ Identify referees with the potential and opportunity to develop within the Association 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 ▪ Support referee registration and referees submitting discipline, including reporting discrimination ▪ Ensure referees are aware of FA technology systems (Whole Game System, MOAS, Full-Time, Matchday App) and support them in administering grassroots football 			



- Implement strategies to increase the number of active BAME referees and provide support and guidance to the Association 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 in all matters involving Under 18 referees and adults at risk within refereeing
- Embed safeguarding and equality throughout the Association and grassroots football
- Support with the appointment of match officials at London FA cup competitions

3. Knowledge/Experience/Technical Skills/Behaviours

a) Knowledge/Experience/Technical Skills

Essential

- Experience of refereeing and / or referee development
- A Registered Referee
- Knowledge of the Laws of the Game
- Knowledge of monitoring and evaluating programmes
- Exceptional customer service skills
- A working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice
- 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 – to plan, set and achieve objectives within strict deadlines
- Able to use insight, data and reflection to make effective decisions
- Excellent internal and external stakeholder relations skills needed to engage large audiences
- Effective report writing and presentation skills
- Effective prioritisation and time-management skills
- Excellent problem-solving and decision-making skills
- Experience of marketing and promoting
- Competent IT skills (Word/ Excel/PowerPoint/Databases/Microsoft Office/internet)

Desirable



- FA Referee Tutor
- FA Referee Developer
- Experience of working with voluntary decision-making structures (e.g. Committees, Working groups)
- Experience of utilising mapping programmes (Google maps) to support strategic and logistical planning

b) Behaviours – (based on London FA’s Behaviour Framework)

c) Role details

- Leadership (vision, empowerment, partnership, achievement)
- Professionalism (mindset, respect, development, wellness)
- Collaboration (responsibility, teamwork, communication, inclusion)
- Integrity (accountability, trust, transparency, decision-making)
- Performance (focus, initiative, insight, decisions)

Location – London FA office, Fulham (flexible working arrangements available)

Working hours - 37 hours per week, with some evening and weekend working

Contract type – Permanent

Further Information

The London FA takes its role as a provider of football for under 18s very seriously. Their wellbeing is paramount in all decisions taken by us. All children and young people we come into contact with have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

It is our expectation that all our staff will at all times act in the best interests of children and young people under the age of 18 and in accordance with The FA’s Safeguarding Children Policy. The welfare of children and young people must always be paramount.

We promote equality and diversity in employment and welcome applicants from all parts of the community