

REFEREE DEVELOPMENT OFFICER RECRUITMENT PACK



**GREATER
MANCHESTER
FOOTBALL**

IN THIS PACK...

1 WHO ARE MANCHESTER FA?

2 ROLE DESCRIPTION

3 APPLICATION PROCESS

4 INDIVIDUAL ROLE PROFILE

5 PERSON SPECIFICATION

6 EXTRA INFORMATION

If you need any additional information or have any questions about this role you can contact **ANDY BAKER** on **INFO@MANCHESTERFA.COM**



**GREATER
MANCHESTER
FOOTBALL**



**GREATER
MANCHESTER
FOOTBALL**

WHO ARE MANCHESTER FA?

We are the home of grassroots football in Greater Manchester and we are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation, Manchester FA is the home of grassroots football across Greater Manchester.

We are the guardian of the national game in Greater Manchester. We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our city which is steeped in football tradition and history across all levels of the game.

**"FOR A BETTER
GRASSROOTS
GAME IN GREATER
MANCHESTER"**

ROLE DESCRIPTION

REFEREE DEVELOPMENT OFFICER

Commitment:

This is a full-time role with Manchester FA, 37.5 hours per week - working flexibly from both your home and office location.

What is the role?

We are looking for a dynamic, self-motivated individual with a 'can do' attitude who wants to make a positive contribution to grassroots football in Greater Manchester. The successful applicant will need to be able to demonstrate, both in their application and at interview, their ability to deliver within Manchester FA's three core values: 'Passionate, Inspiring and Professional'.

What will you do?

- To support delivery of The FA National Game Strategy, FA Referee Strategy and the Manchester FA Business Strategy.
- To recruit, convert, retain, develop and progress referees to service the game.
- To create a culture of refereeing excellence through the provision of high-quality referee development opportunities, with a focus on ethnically diverse, disabled and female match officials.
- To deliver a valued Referee Development Programme to support the personal development of match officials across Greater Manchester.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.
- To support the adoption of FA technology systems across grassroots football.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

Application Deadline **13 JUNE 2022 - 12:00PM**

To apply, please complete the following application form, and equality and diversity monitoring form found [HERE](#)

If you need any more information or have any questions about this role you can contact **ANDY BAKER** on **INFO@MANCHESTERFA.COM**.



**GREATER
MANCHESTER
FOOTBALL**



**GREATER
MANCHESTER
FOOTBALL**

APPLICATION PROCESS

To apply, please complete the following application form and equality and diversity monitoring form found [HERE](#).

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact Alex.West@ManchesterFA.com who can arrange for any reasonable adjustment to be made for your application.

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged at your convenience, Manchester FA will happily work around your current commitments and responsibilities.

Manchester FA is committed to equality, diversity, and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age. You can find out more about Manchester FA's commitment to EDI in our Equal Opportunities Policy [HERE](#).

Manchester FA are committed to addressing individuals from historically underrepresented groups within the game. We aim to tackle this inequality by shortlisting for interview a minimum of two applicants with ethnically diverse, disability or female characteristics that meet the essential criteria for the advertised role.

Safeguarding is at the Heart of What we do!

Manchester FA is committed to ensuring that Safeguarding within Grassroots football is at the heart of what we do. Ensuring that all our officers and volunteers involved in Manchester FA and to be successful in this role you will be required to ensure that you are committed to completing any safeguarding training that is deemed a requirement by Manchester FA or The FA. A Criminal Records Check will be completed with employment and character references requested before employment is offered.

KEY DATES

APPLICATION CLOSING DATE: 13 JUNE 2022 - 12:00PM

INTERVIEWS: W/C 20 JUNE 2022

INDIVIDUAL ROLE PROFILE

REFEREE DEVELOPMENT OFFICER

Manchester FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply.

Role Title	Referee Development Officer
Reports To	Football Development Manager
Direct Reports	N/A
Role Purpose	<ul style="list-style-type: none">-To support delivery of The FA National Game Strategy, FA Referee Strategy and the Manchester FA Business Strategy.-To recruit, convert, retain, develop and progress referees to service the game.-To create a culture of refereeing excellence through the provision of high-quality referee development opportunities, with a focus on ethnically diverse, disabled and female match officials.-To deliver a valued Referee Development Programme to support the personal development of match officials across Greater Manchester.-To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.-To support the adoption of FA technology systems across grassroots football.-To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.
Salary Band	£24,500 - £30,500
Time commitment	37.5 Hours per week
Location	The role will involve a combination of home and office-based working and travel to various locations across Greater Manchester to meet the needs of the business Manchester FA Office Opening Hours: 9am-5pm (Mon-Fri) Manchester FA Operating Hours: 8am-8pm (Mon-Fri) & (9am-2pm) Saturdays

RESPONSIBILITIES

Referee Recruitment

- Identify areas of need for referees across all formats of the game within the locality served by the County FA and implement recruitment strategies accordingly.
- Implement strategies for new referees, to convert them from trainee referees to active referees.
- Implement strategies to increase the number of active BAME referees and provide support and guidance to the Manchester FA Inclusion Advisory Board.
- Implement strategies to increase the number of active female referees.

Referee Retention

- Support referee registration ensuring all safeguarding criteria are met.
- Support referees in submitting discipline reports, including reporting discrimination, as well as actively supporting referees following challenging situations.
- Support referees within the grassroots game to retain them within refereeing season-on-season.
- Contribute to raising the profile and the perception of Manchester County FA Referees in grassroots football.



**GREATER
MANCHESTER
FOOTBALL**

Referee Coverage

- Liaise with local leagues to ensure the appointment of appropriately registered referees.
- Provide dedicated support to League Referee Appointments Officers to ensure adequate coverage across all Manchester FA Member Leagues.
- Work collaboratively with providers of disability football competition across Greater Manchester to ensure access to registered and appropriately trained referees to meet their requirements.

Referee Development

- Lead and support the Manchester FA Referee Development Team to identify and address gaps in referee provision and monitor current and future referee workforce needs and trends.
- Lead and manage delivery of a valued Manchester FA Referee Development Programme, providing a supplementary CPD and development offer, to support Manchester FA Referees through their personal development journey.
- Work collaboratively with The FA Referees' Department on local and national initiatives.
- Identify referees with the potential and opportunity to develop within the Manchester FA 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 ensuring that all safeguarding criteria are met.
- 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.

Safeguarding

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18 referees and adults at risk within refereeing.
- Provide guidance to under-18 referees to support them on matchdays.
- Ensure that a parental link is added to all CRM records in The FA's Whole Game System for all under-18 referees.
- Risk assess all Manchester FA events and activity for under-18 referees and where the Manchester FA directly deploys under-18 referees and volunteers to ensure that appropriate safeguards are in place.
- Ensure mentors working with under-18 referees are appropriately qualified and trained and are aware they are in a relationship of trust and the expectations of them in this regard.
- Regularly meet with the Designated Safeguarding Officer and Disciplinary Department in all matters where it is apparent that there has been abusive behaviour involving under-18 players and/or where the referee is under-18 or identifies as an adult at risk.
- Listen to and consult with under-18 referees on their experiences as part of the Manchester FA youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the refereeing experience and fun and safety in grassroots football.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Manchester FA and grassroots football.

Running the Game

- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, FA Events, Whole Game System, MOAS, Matchday app and Full-Time).
- Execute tasks as required to meet the Manchester FA changing priorities.



**GREATER
MANCHESTER
FOOTBALL**



**GREATER
MANCHESTER
FOOTBALL**

PERSON SPECIFICATION

Essential (Required to fulfil the role)

A degree level qualification or equivalent experience.
A current registered referee.
Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
Project management skills and experience – to plan, set and achieve objectives to deadlines.
Excellent IT skills, including the use of Microsoft Office applications.
Ability to work independently and as part of a team.
Excellent time management and prioritisation skills.
Excellent creative problem-solving and decision-making skills.
Outstanding communication and presentation skills.
Exceptional customer service.
Budget management skills.
Report-writing skills.
Ability to use data to monitor and evaluate programmes.
Influencing skills to champion change.
Experience of refereeing and/or referee development.
Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
Knowledge of the laws of the game.
Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

Desirable (Beneficial, but can be learned in role)

Two years' sports development experience.
Individual and group coaching and training skills.
Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.
Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of referees.
Capability to create multiple reports, budgets and plans.
Knowledge of The FA's National Game Strategy.
Experience of project management.
Experience of utilising mapping programmes to support strategic and logistical planning.
Knowledge and understanding of working with volunteers.
A current FA Referee Tutor.
A current FA Referee Developer.

Values

**PASSIONATE
INSPIRING
PROFESSIONAL**

KEY DATES

APPLICATION CLOSING DATE: 13 JUNE 2022 - 12:00PM

INTERVIEWS: W/C 20 JUNE 2022

APPLICATION FORM

REFEREE DEVELOPMENT OFFICER

Please return this completed application form and completed equality monitoring form [HERE](#) to INFO@MANCHESTERFA.COM before 13 JUNE 2022 12:00 PM. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, FA0 Andy Baker - Football Development Manager. National Squash Centre, Gate 13 Rowsley Street, Etihad Campus, M11 3FF

Your application can be accompanied by a CV if you wish. The decision to invite you to attend for interview will be based on the information you provide on this form. Manchester FA is an Equal Opportunities Employer.

Title	<input type="text"/>
First Name(s)	<input type="text"/>
Last Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
FA Number (if known)	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Do you hold a full current UK driving licence?

YES ☐ NO ☐

Do you have access to your own personal transport?

YES ☐ NO ☐

Do you currently have an in-date FA DBS check?

YES ☐ NO ☐

Completion of a FA DBS check will be required before starting the role.

Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974?
(You do not need to declare anything that is deemed 'spent')

YES ☐ NO ☐



**GREATER
MANCHESTER
FOOTBALL**

EDUCATION & TRAINING

Please provide details of your education, qualifications, and training that you have completed or are currently undertaking.

Dates	Place of Learning	Course or Qualification	Grade

EMPLOYMENT & VOLUNTEERING

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work.

Dates	Employers Name	Job Title	Key Responsibilities / Achievements

INTERESTS, HOBBIES & LIVED EXPERIENCE

Please tell us about any interests, regular hobbies, lived experience you have that complement the skills and knowledge required in this role.

Interest / Hobbie / Lived Experience	How does this support your application?

MEMBERSHIP OF PROFESSIONAL BODIES

Please list any professional bodies that you are a member.

Membership Body	Membership Type



**GREATER
MANCHESTER
FOOTBALL**

HOW I MEET THE REQUIREMENTS REFEREE DEVELOPMENT OFFICER

Please ensure you have read and fully understand the recruitment pack for this role. Please contact Alex.West@ManchesterFA.com who can arrange for reasonable adjustments to be made for your application.

Please explain why you think you are well suited to meet the purpose of this role?

(Please make sure to include any specific knowledge, paid work, voluntary work, or lived experience that demonstrates your skills relevant to this role.)

Please describe your experience as a match official (or other relevant role) and how you would utilise this experience to help others develop as a match official?

Please describe one area that you would prioritise, in order to help retain match officials in football across Greater Manchester?

Please detail your experience in project management, time management and working towards multiple deadlines?

How do I meet the values of Manchester FA?

Manchester FA's culture and organisational structure is built on the three principle core values. Please provide evidential information and experiences of how you best demonstrate Manchester FA's three core values?



**GREATER
MANCHESTER
FOOTBALL**

ADDITIONAL INFORMATION

Manchester FA are committed to equality, diversity, and inclusion. Under the Equality Act 2010, Manchester FA are happy to complete any reasonable adjustments required by applicants with additional needs.

Please detail any adjustments you require to be made if you are invited to interview.

If your application is successful, what notice period would you have to provide your current employer?

If you were successfully appointed to the role what annual salary would be looking to obtain?

REFERENCES

Please provide details of two referees below. Personal references are accepted when no professional or academic reference is available.

	First Referee	Second Referee
Name		
Address		
Postcode		
Phone		
Email		
Relationship to You		

Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

SIGNATURE

DATE

The final date for consideration of applications is 13 JUNE 2022 - 12:00PM
Either email: Info@ManchesterFA.com

Or post and address as follows:
Strictly Private & Confidential
Andy Baker Football Development Manager
National Squash Centre
Gate 13 Rowsley Street
Etihad Campus
Manchester
M11 3FF



**GREATER
MANCHESTER
FOOTBALL**