**Job Description and Person Specification**

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| **Job title** | Referee Development Officer |
| **Reports to** | Head of Football Services |

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| **Job purpose(s)** | |
| * To support delivery of The FA Grassroots Football Strategy, FA Referee Strategy and the Middlesex FA Business Strategy. * To recruit, convert, retain and progress Referees to effectively service the game. * 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 undertake regulatory and operational administrative functions of the business. * To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time. | |
| **Direct reports** | N/A |

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| **Location** | Office based (Middlesex FA HQ, UB5 5FA) with some travel across the county. |
| **Working hours** | 35 hours per week. Flexible working hours between 8:00am – 6:00pm with a requirement of 2 days in the office per week. Some evening and weekend work will be required. |
| **Contract type** | Permanent |
| **Starting salary** | £26,000 per annum |

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| **Responsibilities** | |
| * 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. * Support referees within the grassroots game to retain them within refereeing season-on-season. * Actively promote and support referees to progress through the Referee Progression Pathway. * 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 appropriately-registered referees. * Carry out all referee appointments to Middlesex FA County Cup fixtures. * Identify Referees with potential and opportunity to develop within the Middlesex FA 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. * Manage 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. * 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 Middlesex FA events and activity for under-18 referees and where the Middlesex 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 Middlesex 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. * Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, MOAS, Matchday app and Full-Time). * Implement strategies to increase the number of active BAME referees and provide support and guidance to the Middlesex FA Inclusion Advisory Board. * Implement strategies to increase the number of active female referees. * Provide support and act as Secretary to the Middlesex FA Referees’ Committee. * Work collaboratively with The FA Referees’ Department on local and national initiatives. * Contribute to ensuring that safeguarding and equality are embedded throughout the Middlesex FA and grassroots football. * Execute tasks as required to meet the Middlesex FA changing priorities. | |
| **Person specification** | |
| **Qualifications** | |
| **Essential**   * A degree level qualification or equivalent experience. * A current registered referee. | **Desirable**   * Two years’ sports development experience * Qualified as an FA Referee Developer. |
| **Skills and Experience** | |
| **Essential**   * 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. * 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. * 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. | **Desirable**   * Knowledge of The FA’s Grassroots Football 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 and/or Referee Developer. * 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. |
| **Enhanced DBS Check required** | Yes |
| **Clean, full driving licence?** | Yes |

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| **The job holder will be expected to understand and work in accordance with the values and behaviours described below** | |
| **FA value** | **Behaviours** |
| COMMITTED | We are committed to doing the right thing. Governing the game in a way that's fair to all and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity. |
| CREATIVE | We are creative. Adopting creative solutions to ensure we stay ahead of the game and meet the needs of our football community. We will focus on the future and learn from the past. |
| COLLABORATIVE | We are collaborative. We will engage with local and national partners to offer benefits to our football community. We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are meeting their needs and listening to their feedback. We will collaborate with each other to share knowledge, provide feedback and work as a team to meet our common goal. |
| CONNECTED | To be connected. We are connected to the community we serve, implementing a customer-focused approach that puts the participant at the heart of what we do. |

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| **Benefits of working at Middlesex FA** |
| * Flexible working, combining office and home locations to suit your needs and the business * Workplace pension scheme * A day off on your birthday * Access to the cycle to work scheme * Free Nike Staff Uniform every year * Employee Assistance Programme * Customer Service Awards * Access to FA Cup Final Tickets and England Tickets at Wembley * Opportunity to be part of the Health and Wellbeing Group (This group supports all staff on a range of topics such as fundraising for our Charity Partner, Health and Fitness, Wellbeing Workshops, Staff Socials and much more) * 2 Volunteering days a year (to take place in Middlesex) * Personal Development Budgets * Professional Development Plan * 20 days annual leave as standard * Additional Days leave after 5 years’ service * 15% Staff Discount at Rectory Park |

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| **Job description reviewed and modified by:** | Daniel May, Head of Football Services |
| **Date job description reviewed and modified:** | 28/09/2022 |
| **Job description authorisedby:** | Kayleigh Saunders, Chief Executive |

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| **How to apply** | Submit your CV and Cover Letter on the link below.  <https://middlesexfa.peoplehr.net/Pages/JobBoard/Opening.aspx?v=b8e6e9a5-4af1-4bbb-81da-01e6ddce5059> |
| **Deadline for applications:** | Thursday 20th October 2022 |
| **Interview Date:** | Friday 28th October 2022 |

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

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