



Job Description and Person Specification

Job title	Referee Appointments Officer (Saturday)
Reports to	Head of Football Services

Job purpose(s)	
<ul style="list-style-type: none"> To support delivery of the County FA's Business Strategy, The FA Grassroots Football Strategy and FA Referee Strategy To appoint match officials to all affiliated games played in Norfolk FA sanctioned Saturday adult competitions and County Cups 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 	
Direct reports	None

Location	Norfolk County FA, TheFDC, Clover Hill Road, Norwich, NR5 9ED with the ability for a hybrid of working from the office location above and at home as agreed with Line Manager and CEO
Working hours	<p>28 hours per week</p> <p>Hours to be agreed with the job holder, but to include: Saturday: 08:30 – TBC</p> <p>The role will require evening and additional weekend working from time to time. Flexibility of working hours can be agreed between the job holder and their line manager to accommodate this and other requirements as necessary.</p>
Term	Permanent 45 week per annum contract (Mid-July to late May)
Salary	£12,600 per annum

Responsibilities	
<ul style="list-style-type: none"> Appoint match officials to all affiliated games played in Norfolk FA sanctioned Saturday adult competitions and County Cups, including matches played midweek. Make any required re-appointments of match officials to the above matches. Support the nomination of match officials to FA appointments as required. Work closely with the Referee Development Officer on all aspects of refereeing matters as required, including, but not limited to: <ul style="list-style-type: none"> - Ensuring that new referees attending courses are provided with appointed matches as appropriate - Providing support to existing referees as required, including telephone support for referees who have had a bad experience - Ensuring that promotion candidates are provided with appropriate matches for them to be observed on - Contributing to the monthly RDO bulletin - Supporting the process of nominating Match Officials for County Cup finals - Supporting the annual Referee Registration process - Supporting general Referee correspondence 	

- Provide regular (monthly) appointment reports for Saturday fixtures
- Establish good working relationships with the relevant volunteers at the Leagues that the job holder is appointing too.
- Support Leagues in the appointment of Match Officials to League Cup Finals.
- Identify areas of shortfall of Match Officials to the Referee Development Officer.
- Establish a good working relationship with the East Anglian Pool Appointments Officers.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18 referees and adults at risk within refereeing.
- Awareness of all the County FA's policies and procedures, ensuring that they are reviewed annually and updated where necessary.
- Provide support to the administration tasks undertaken by the Football Services Department as required.
- Contribute to ensuring that safeguarding and equality are embedded throughout the County FA and grassroots football.
- Execute tasks as required to meet the County FA's changing priorities.

Person specification

Qualifications

Essential

Desirable

- A current registered Referee or Developer

Skills

Essential

- Sound organisation and planning skills
- Evidence of influencing skills/negotiating skills
- Ability to work on your own and as part of a team
- Be able to demonstrate the use of individual initiative
- Excellent interpersonal, communication, presentation and negotiation skills
- IT literacy
- Monitoring, evaluation and reporting
- Experience of using Microsoft Office including Outlook, Word, Excel & PowerPoint

Desirable

- Excellent communication & customer service skills
- Evidence of innovation and problem solving

Knowledge and experience

Essential

- Knowledge of refereeing structures and football administration
- Knowledge of grassroots League structures
- A good knowledge of Norfolk geography
- 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

- 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.

Enhanced DBS Check required?

No

Clean, full driving Licence?

Yes

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
NCFA DNA	Behaviours
INCLUSIVE <i>'Having inclusion at the heart of the way that we work and operate'</i>	<ul style="list-style-type: none"> • Openly collaborates with colleagues, individuals, and partners in the game • Provides equal opportunity to people of different backgrounds, experience, and perspective
EMPATHETIC <i>'Demonstrating empathy with colleagues, individuals, and partners that we work with'</i>	<ul style="list-style-type: none"> • Considers the impact that decisions and views may have on other people's feelings • Demonstrates a caring and supportive approach to the thoughts and feelings of other staff members
INNOVATIVE <i>'Continuously looking at new ways and ideas to ensure Norfolk Football moves forward'</i>	<ul style="list-style-type: none"> • Seeks out and embraces new ways of thinking and working • Utilises the resources available to achieve the best possible outcome
PASSIONATE <i>'Demonstrating an enthusiasm and drive to serve Norfolk Football'</i>	<ul style="list-style-type: none"> • Focused on seeing agreed goals through to completion, taking pride in their work • Works relentlessly to overcome roadblocks or obstacles to achieve goals
TRANSPARENT <i>'Offering total visibility and demonstrating integrity within everything we do'</i>	<ul style="list-style-type: none"> • Provides open communication internally and externally, where appropriate • Demonstrates accountability for actions and behaviours

The job description is only a summary of the role as it currently exists and is not meant to be exhaustive.

The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.

Norfolk County FA is committed to equality of opportunity and welcomes applications from all sections of the community.