



**FOR ALL**



## Job Description and Person Specification

<b>Job title</b>	Football Development Officer (Referee's)
<b>Reports to</b>	Head of Football Operations

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To support delivery of The FA National Game Strategy, FA Referee Strategy and the Nottinghamshire FA Business Strategy.</li> <li>To recruit, convert, retain, develop and progress referees to service the game.</li> <li>To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> <li>To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li> </ul>	
<b>Direct reports</b>	None

<b>Location</b>	Nottinghamshire County FA Offices & Remote Working
<b>Working hours</b>	35 hours per week with a requirement for occasional evening and weekend work
<b>Contract type</b>	Fixed Term Contract

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>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.</li> <li>Implement strategies for new referees, to convert them from trainee referees to active referees.</li> <li>Support referees within the grassroots game to retain them within refereeing season-on-season.</li> <li>Actively promote and support referees to progress through the refereeing pyramid.</li> <li>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.</li> <li>Liaise with local leagues to ensure the appointment of appropriately-registered referees.</li> <li>Support the appointments of the Academies, County Cups and other FA competitions as required.</li> <li>Identify referees with the potential and opportunity to develop within the Nottinghamshire FA CORE/Referee Academy and The FA CORE programme.</li> <li>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.</li> <li>Support referee registration ensuring all safeguarding criteria are met.</li> <li>Lead and deliver in all areas of referee safeguarding requirements.</li> <li>Support referees in submitting discipline reports, including reporting discrimination, as well as actively supporting referees following challenging situations.</li> <li>Collaborate with the Designated Safeguarding Officer in all matters involving under-18 referees and adults at risk within refereeing.</li> <li>Provide guidance to under-18 referees to support them on matchdays.</li> <li>Ensure that a parental link is added to all CRM records in The FA's Whole Game System for all under-18 referees.</li> </ul>	



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- Risk assess all Nottinghamshire FA events and activity for under-18 referees and where the Nottinghamshire 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 Nottinghamshire 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 Learning, 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 Nottinghamshire Inclusion Advisory Group.
- Implement strategies to increase the number of active female referees.
- Provide support to the Nottinghamshire FA Referees' Committee (if applicable).
- Work collaboratively with The FA Referees' Department on local and national initiatives.
- Work collaboratively with Nottinghamshire FA Football Development team.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Nottinghamshire FA and grassroots football.
- Execute tasks as required to meet the Nottinghamshire FA changing priorities.
- Responsible for Social media and Marketing presence for lead area, liaising with our external marketing support.

**Person specification**

**Qualifications**

**Essential**

- A degree level qualification or equivalent experience.

**Desirable**

- Two years' sports development experience
- A current registered referee.

**Skills**

**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.
- 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.

**Desirable**

- 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



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<ul style="list-style-type: none"> <li>• Outstanding communication and presentation skills.</li> <li>• Exceptional customer service.</li> <li>• Budget management skills.</li> <li>• Report-writing skills.</li> <li>• Ability to use data to monitor and evaluate programmes.</li> <li>• Influencing skills to champion change.</li> </ul>	
<b>Knowledge and experience</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Experience of refereeing and/or referee development.</li> <li>• Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</li> <li>• Knowledge of the laws of the game.</li> <li>• Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Knowledge of The FA's National Game Strategy,</li> <li>• Experience of project management,</li> <li>• Experience of utilising mapping programmes to support strategic and logistical planning,</li> <li>• Knowledge and understanding of working with volunteers.</li> <li>• A current FA Referee Tutor.</li> <li>• A current FA Referee Developer.</li> </ul>
<b>Enhanced DBS Check required?</b>	Yes
<b>Clean, full driving licence?</b>	Yes

<b>The job holder will be expected to understand and work in accordance with the values and behaviours described below</b>	
<b>FA value</b>	<b>Behaviours</b>
INTEGRITY	<b>Demonstrating integrity at work:</b> <ul style="list-style-type: none"> <li>• Respect other opinions. Honouring colleagues, managers and stakeholders' opinions and ideas</li> <li>• Reliable and trustworthy</li> <li>• Responsible and accountable for your actions</li> </ul>
COLLABORATIVE	<b>Encourage collaborative behaviour:</b> <ul style="list-style-type: none"> <li>• Listening and evolving together, helping and supporting each other</li> <li>• Open to accepting new ideas</li> <li>• Communicate clearly, actively listening to others, taking responsibility and respecting diversity</li> </ul>
INNOVATIVE	<b>Practical implementation of ideas resulting in new services and engagement:</b> <ul style="list-style-type: none"> <li>• Connect to your own creativity</li> <li>• Develop your curiosity and observational skills</li> <li>• Introduction and application of new ideas, products, processes and procedures</li> </ul>



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<b>Job description reviewed and modified by:</b>	Elaine Oram CEO
<b>Date job description reviewed and modified:</b>	13/10/23
<b>Job description authorised by:</b>	Elaine Oram

<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	

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