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| **Job Title:** | Football Development Officer (Referees)  | **Reports To:** | Football Development Manager | **Grade:** | **N/a** |

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| **Role Purpose:**  |
| * To support the delivery of the Sheffield & Hallamshire County FA Business Plan and National Game targets
* Manage recruitment and development programmes for Referees that maximise coverage of affiliated League and Cups fixtures
* Develop inclusive recruitment strategies for Referees
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| **Direct Reports:** | *None* |

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| **Key Accountabilities:**  |
| * To develop and implement effective recruitment strategies for referees
* To lead and develop effective retention strategies and decrease the number of referees leaving the game
* To increase the activity of the current referees and ensure referee coverage in all Leagues is maximised working towards 100% coverage
* To establish constructive working relationships with the key referee stakeholders. Develop regular contact and forums with these stakeholders in order to bring them together
* To provide a range of development opportunities for the referee workforce including; training and development, mentoring, seminars and online learning opportunities
* Implement strategies to increase the proportion of active BAME and female Referees
* Provide support to the County FA Referee Committee / Referee Working Group
* To assist in the development of all Observers, Instructors, Mentors and other volunteers involved in supporting referees
* To implement successful use of the Whole Game System for Match Officials affiliation and reporting
* To develop a system of identifying talented referees and to support and develop Referee Academies and other such schemes
* To support referees, leagues and clubs in promoting and delivering the FA Respect programme
* To offer alternative environments for officials to operate (i.e. Small Sided, Futsal etc.)
* To appoint referees to County FA Cup Competitions, academy fixtures, and selected leagues
* Work with the Senior Football Administrator and Designated Safeguarding Officer to ensure effective and efficient football discipline processes are in place
* To support CFA engagement via improved data gathering, research & insight and targeted communications
* Execute additional tasks as required in order to meet SHCFA’s changing priorities
* Ensure compliance with SHCFA’s policies and procedures
* Ensure that SHCFA effectively implements and maintains the FA’s Safeguarding Operating Standard within Football
* An understanding and awareness of generic Equality law and of good practice within sports equality
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**CFA Values and Behaviours**

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| **Behaviours** |
| **Our Vision: Changing Lives Through Football****Our Mission: Leading Local Football and Delivering Exceptional Services****Our Values:*** Fair
* Inspiring
* Engaging
* Passionate
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| **Essential Skills:** | **Desirable Skills:** |
| Must have an approachable and positive attitude **Knowledge*** Knowledge and understanding of sports structures and sports development
* Knowledge of The FA’s National Game Strategy
* Knowledge of the Laws of Association Football

**Experience*** Experience of Referee and/or Sports/Football Development
* Experience in working with a volunteer workforce
* Interest and passion for football

**Technical Skills*** An ability to develop, maintain and strengthen partnerships both internally and externally
* Excellent interpersonal, communication and team working skills
* Experience of persuasive communication to influence changes of behaviour
* Project management skills and experience – to plan, set and achieve objectives within strict deadlines
* Ability to create presentations and present to a wide range of key stakeholders
* Experience of monitoring and evaluation of programmes
* Experience of managing budgets
* Experience of independent working and self- motivation
* Good organiser and administrator, ability to co-ordinate delivery
* Ability to produce comprehensive written reports
* Excellent IT skills including Microsoft Office
 | **Knowledge*** An understanding of local and National football structures
* An understanding of FA Regulations and Sanctions

**Experience*** Experience of utilising insight to inform delivery
* Experience of working as a designated person
* FA Licenced Referee Tutor
* Referee Observer

**Technical Skills*** Basic Health and Safety knowledge
* Project Management and Planning
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| **Enhanced CRC Check Required:** | YES |
| **Clean Full Driving Licence:** | YES |

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| **Created by:** | *Sarah Wood* |
| **Date Role Profile Created:** | September 2019 |
| **Signed by Role Holder:**  | S. Wood |