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

|  |  |
| --- | --- |
| **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 | |
| **Direct Reports:** | *None* |

|  |
| --- |
| **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 |

**CFA Values and Behaviours**

|  |
| --- |
| **Behaviours** |
| **Our Vision: Changing Lives Through Football**  **Our Mission: Leading Local Football and Delivering Exceptional Services**  **Our Values:**   * Fair * Inspiring * Engaging * Passionate |

|  |  |
| --- | --- |
| **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 |
| **Enhanced CRC Check Required:** | YES |
| **Clean Full Driving Licence:** | YES |

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