

Referee Appointments Officer Vacancy



A THRIVING LOCAL GAME

SUFFOLK COUNTY
FOOTBALL ASSOCIATION

Job Title: Referee Appointments Officer

Location: Bill Steward House, The Buntings, Stowmarket, IP14 5GZ

Salary: £19,000 pro-rata, per annum

Hours per week: Contracted for 18.5 hours per week (0.5 FTE)

Closing Date: 09:00 on Monday 22nd August 2022

Vacancy Type: Part time, permanent

The Organisation

The Suffolk FA 'Reviving the Local Game' 2021-24 strategy outlines our ambition and intentions to revive the local game and continue striving towards A Thriving Local Game by making progress on our four strategic objectives:

- Support and develop the local football community.
- Provide a safe, inclusive and respectful experience across all football environments.
- Use the power and value of football to contribute to a better Suffolk society.
- Strengthen the organisation to maximise continued investment into the local game.

The successful candidate will be instrumental in helping the County FA deliver this.

You can find out more about Suffolk FA and the work we do at www.SuffolkFA.com.

Safeguarding

Suffolk FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and the information provided.

The Role

Suffolk FA is looking for a methodical, diligent and hard-working individual to join the Workforce Development Team. The individual should have a passion for working with volunteers and for working as part of a team. This role will require the individual to be responsible for appointing, and re-appointing referees to football matches within the Suffolk FA Referee Appointments Service. Additionally, the successful candidate will work in partnership with key stakeholders, both locally and nationally, to ensure match officials are appointed to the right games to best support their aspirations, motivations and/or development through the refereeing pathway.

Please see the job description and person specification for a full outline of the roles and desired skills, knowledge and qualities.



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Key Accountabilities

- To support delivery of The FA Grassroots Football Strategy and Suffolk Football Association Business Strategy.
- To appoint and reappoint referees to matches within the Referee Appointments Service, including Sunday County Cup competitions.
- Work in partnership with key stakeholders, both locally and nationally, to ensure match officials are appointed to the right games to best support their development through the refereeing pathway.
- Support the recruitment, retention and development of referees within Suffolk.

What we can offer

- A great environment to make a difference to local football with the governing body of the grassroots game here in the heart of the County.
- A varied and exciting working life, where you'll be able to make a difference across grassroots football.
- Access to high-quality training, networking and personal development opportunities.
- Opportunities to progress your career across the network and wider sector.
- An Employee Assistance Programme.
- A competitive workplace pension scheme.
- Other benefits.

Equality and Diversity

Suffolk FA promotes inclusion and diversity and welcomes applications from everyone. If you have any requirements in relation to the recruitment or interview process, please include details on the application form.

The application and selection process

- Complete the Application Form and Equality and Diversity Monitoring Form and return marked 'Private & Confidential – Referee Appointments Officer application' to Alan Dale (Alan.Dale@SuffolkFA.com) by 09:00 on Monday 22nd August 2022.
- Applications received after the deadline will only be considered in exceptional circumstances. (Eg. Proof of sending indicates undue delay through no fault of the applicant.)
- Receipt of applications will not be acknowledged.
- Shortlisted applicants will be contacted by Tuesday 23rd August 2022.
- Interviews will be held on Friday 26th August 2022 in person at Suffolk FA in Stowmarket.

Contact

Please contact Alan Dale on 07890587228 for an informal discussion about the role.

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