



Job Description and Person Specification

Job title	Referee Appointments Officer
Reports to	Referee Development Officer

Job purpose(s)	
<ul style="list-style-type: none">To support delivery of The FA Grassroots Football Strategy and the Suffolk Football Association Business Strategy.To assist in the development of Suffolk referees through effective delivery of the Suffolk FA Referee Appointments Service.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	N/A

Location	Based at the Suffolk Football Association offices in Stowmarket, but with remote working possible.
Working hours	18.5 hours per week (0.5 FTE). Some evening and weekend work will be expected.
Contract type	Permanent

Responsibilities
<p>Referee Development / Appointments</p> <ul style="list-style-type: none">- Appoint and reappoint appropriate officials to matches under the Referee Appointments Service, including Sunday County Cup competitions.- Implement an effective and efficient process of appointing match officials under the Referee Appointments Service.- 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.- Monitor club feedback and ensure trends of performance are identified to allow interventions to be put into place.- Provide monthly coverage and club mark statistics to Line Manager and Leagues for Referee Appointments Service.- Identify referees with the potential and opportunity to develop, either within the Referee Progression Pathways or Suffolk Football Association talent programmes such as the Suffolk Youth Referees' Academy or Suffolk Centre of Refereeing Excellence (CORE).- Support referees in submitting discipline reports, including reporting discrimination.- Support the recruitment, retention and development of referees within Suffolk. <p>Safeguarding</p> <ul style="list-style-type: none">- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within Referee Development programmes.- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.



- Listen to and consult with under-18s on their experiences of grassroots football as part of the Suffolk Football Association youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.

General

- Establish constructive working relationships with key stakeholders and develop regular contact to promote collaboration and sharing of good practice.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Embed research, insight and effective measurement into planning, decision-making and delivery to ensure accurate data collection across programmes that address priority areas and meet the needs of participants.
- Use national and local data, research and customer insight to increase participation in grassroots football.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Suffolk Football Association and grassroots football.
- Support the planning implementation/piloting of new FA initiatives.
- Execute tasks as required to meet the Suffolk Football Association changing priorities.

Person specification

Qualifications

Essential

- Educated to A Level or equivalent.

Desirable

- Experience or knowledge of working within sport, either locally or nationally.

Skills

Essential

- Ability to work independently and as part of a team.
- Excellent organisational skills and the ability to prioritise workload effectively.
- Excellent problem-solving and decision-making skills.
- Ability to communicate effectively and in a manner appropriate to the audience.
- Commitment to delivering exceptional standards of customer service.
- Attention to detail and an ability to manage accurate recording and reporting of information.

Desirable

- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Capability to create reports.
- Previous or ability to demonstrate the use of Microsoft Office effectively (Word, Excel, PowerPoint).

Knowledge and experience

Essential

- Knowledge and understanding of working with volunteers.

Desirable

- Knowledge of Grassroots Refereeing Structures and Pathways.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.



	- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
Enhanced DBS Check required?	YES
Clean, full driving licence required?	YES

The job holder will be expected to understand and work in accordance with the values and behaviours described below

Suffolk FA values

Suffolk FA commit to:

- Always put the participant first to ensure our game is safe, inclusive and respectful for all
- Work collaboratively to strive for excellence
- Operate with integrity and transparency

Job description reviewed and modified by:	Alan Dale – Workforce Development Manager
Date job description reviewed and modified:	July 2022
Job description authorised by:	Richard Neal – Chief Executive Officer

Signed by job holder (on appointment):	
Date signed:	

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