



# SURREY FOOTBALL

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## FOOTBALL DEVELOPMENT SUPPORT OFFICER REFEREES & EDI

<b>Role Title</b>	<b>Football Development Support Officer – Referees + EDI</b>
<b>Reports to</b>	<b>Referee Development Officer</b>
<b>Salary</b>	<b>£24,000 - £26,000</b>
<b>Term Contract</b>	<b>2 Year Fixed Term Contract (with potential to extend)</b>

### Role Purpose

The Football Development Officer – Referees & EDI will support the delivery of the Surrey FA Business Strategy, The FA Grassroots Football Strategy and The FA Referee Strategy by contributing to the recruitment, development, progression and retention of referees across Surrey. Working closely with the Referee Development Officer (RDO), the postholder will support the coordination of referee development activity, including elements of the Surrey FA Academy programme, and help build strong relationships with participating Academies and stakeholders.

The role will also provide operational and administrative support for Equality, Diversity and Inclusion (EDI) activity across the organisation, working alongside the Football Development Officer – EDI to help coordinate EDI processes, data, reporting and actions. The postholder will support the embedding of inclusive practice within referee development, ensuring safeguarding, equality and FA technology systems are consistently applied across programmes and activities.

<b>Location</b>	<b>Surrey FA headquarters – Meadowbank Football Ground, Mill Lane, Dorking, RH4 1DX with flexible and remote working in line with Surrey FA's policies</b>
<b>Working Hours</b>	<b>Full time, 35 hours per week including some evening and weekend working</b>

## Responsibilities:

### Referee Development & Delivery:

- Support the delivery of the Surrey FA referee development programme, working with key stakeholders to meet the needs of the game across Surrey.
- Work in partnership with the Referee Development Officer (RDO) to support the recruitment, retention, development and progression of referees across all levels.
- Support the recruitment, retention and development of diverse referees, through FA Referee Courses and local CPD opportunities, with a specific focus on increasing participation from Black, Asian and Minoritised Ethnic communities and women.
- Support the planning, organisation and administration of referee courses, including identifying venues and dates, coordinating promotion, and managing course registrations and records.
- Use national and local data, research and customer insight to help inform activity and contribute to increasing the number of active referees within grassroots football.
- Work with the RDO to provide league support to help ensure the appointment of appropriately registered and supported referees.
- Work collaboratively with The FA Referees' Department and other partners on local and national referee initiatives.
- Support the delivery and coordination of the Surrey FA Referee Academy and the Surrey FA Referee Development Group alongside the RDO.
- Support business development opportunities within refereeing and across the wider organisation.

### Equality, Diversity & Inclusion (EDI)

- Support the embedding of Equality, Diversity and Inclusion principles within referee development activity, ensuring inclusive practice is applied across recruitment, development, progression and retention.
- Work alongside the Football Development Officer – EDI to support the coordination and administration of EDI processes, including data collection, monitoring, reporting and evidence gathering related to referee development activity.
- Support the project plan to deliver our EDI standard across Surrey FA.
- Assist with the implementation of inclusion focused actions and initiatives within referee development that contribute to Surrey FA EDI priorities and the A Game For All Plan.
- Support positive engagement with underrepresented groups within refereeing, helping to identify barriers to participation and inform inclusive solutions in collaboration with the RDO and FDO – EDI.

## Responsibilities:

### Safeguarding

- Support the online referee registration process, ensuring all safeguarding requirements and compliance checks are completed accurately and on time.
- Collaborate with the Designated Safeguarding Officer in all matters involving under 18 referees and adults at risk within refereeing activity.
- Provide guidance and support to under 18 referees to help them feel safe, confident and supported on matchdays.
- Ensure that a parental link is added to all CRM records in The FA's Whole Game System for under 18 referees.
- Risk assess all Surrey FA events and activities involving under 18 referees, and where Surrey FA directly deploys referees or volunteers, ensuring appropriate safeguards are in place.
- Support oversight of mentoring arrangements for under 18 referees, ensuring mentors are appropriately trained and aware of their responsibilities and position of trust.
- Listen to and consult with under 18 referees as part of Surrey FA youth engagement activity, using feedback to help enhance enjoyment, safety and retention within refereeing.

### FA Systems, Operations & General

- Provide high quality customer support to referees and volunteers across FA technology systems, including FA Events, Whole Game System, MOAS, Matchday app and Full Time.
- Contribute to ensuring safeguarding, equality and inclusion are embedded throughout Surrey FA activity and grassroots football.
- Undertake additional duties as required to meet changing organisational priorities.



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## PERSON SPECIFICATION

### Qualifications

**Essential:**

- GCSEs at Grade C (or equivalent) in English and Maths.
- Either a current registered referee or the desire to undertake the qualification once in post.

**Desirable:**

- A qualification in sports development.
- FA Equality, Diversity & Inclusion training
- Disability inclusion or inclusive coaching qualification
- Equality, diversity or inclusion related training (sport or community setting)

### 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.
- Excellent IT skills, including the use of Microsoft Office applications.
- Attention to detail and an ability to manage accurate recording and reporting of information.
- Ability to support the coordination and administration of Equality, Diversity and Inclusion (EDI) activity, including accurate data recording, monitoring and reporting.

**Desirable:**

- Knowledge in creating, delivering and maintaining pathways which support the growth, transition and retention of referees.
- Knowledge of business development or sales skills.



## Knowledge and experience:

### Essential:

- Experience of refereeing and/or referee development.
- Experience of engaging with or supporting underrepresented groups within refereeing, sport or community settings.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safe-guarding.
- Knowledge of the Laws of the Game.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

### Desirable:

- Knowledge of The FA Referee pathway.
- Knowledge of The FA's Grassroots Football Strategy.
- Knowledge and understanding of working with volunteers.
- A current FA Referee Tutor or Developer.
- Experience of developing new products/services and building partnerships and sales.

Enhanced DBS Check required?

YES

Clean full driving licence?

YES



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**The Role Holder will be expected to understand and work in accordance with the Surrey FA values and behaviours described below.**

VALUE	KEY WORDS	BEHAVIOURS
HONESTY	<i>Reliable</i> <i>Trustworthy</i> <i>Recognition</i> <i>Approachable</i> <i>Inclusive</i>	Honest about them-self and honest with others
EXCELLENCE	<i>Positive</i> <i>Decisive</i> <i>Dynamic</i> <i>Innovative</i> <i>Impactful</i> <i>Accountable</i>	Strives for excellence in their work
AMBITION	<i>Enthusiastic</i> <i>Coachable</i> <i>Passionate</i> <i>Constructive</i> <i>Effective</i> <i>Proactive</i>	Displays ambition and drive
RESPECT	<i>Respectful</i> <i>Honourable</i> <i>Diverse</i> <i>Empathetic</i> <i>Balanced</i> <i>Responsible</i>	Shows respect to others and their views
TEAMWORK	<i>Communicative</i> <i>Team-oriented</i> <i>Listener</i> <i>Supportive</i> <i>Recognition</i> <i>Committed</i> <i>Proud</i>	Collaborates well with colleagues and partners, through a considerate, open listening and supportive approach

<b>Job description reviewed and modified by:</b>	<b>Emma Barnes, Director of Football Development</b>
<b>Date job description reviewed and modified:</b>	<b>20/04/2026</b>
<b>Job description authorised by:</b>	<b>Nick West-Oram, CEO</b>

<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