



IS WHERE IT STARTED

WEST RIDING FA

REFEREE DEVELOPMENT OFFICER

VISION:

**TO CREATE ENJOYABLE EXPERIENCES AND
HELP FORM LASTING MEMORIES THROUGH FOOTBALL**

PURPOSE:

RECRUIT, TRAIN, SUPPORT, AND DEVELOP REFEREES



ABOUT WEST RIDING FA

The West Riding County Football Association (West Riding FA) is the governing body of football in the county of West Riding (West Yorkshire and surrounding areas). We are the 5th largest County Football Association in the country and oversee all aspects of the game within our boundary.

We are responsible for providing the structure and support that enables our players, coaches, volunteers, and referees to perform their role with ease. Our utmost priority is that every participant in our county is given the opportunity to develop in a progressive and enjoyable environment.

In addition to our governance responsibilities, we concentrate heavily on the development of the local game and maintain a strong emphasis on the evolution of our stakeholders. By promoting 'Football for All' we encourage participation from all backgrounds and sections of society, inclusive of all protected characteristics.

By developing innovative programmes and cultivating opportunities in alignment with our governing body (The FA), we deliver the

The FA Grassroots Football Strategy in our County. We are immensely proud of our thriving culture throughout the non-professional game, a sector widely referred to as "Grassroots" football.

We believe it is essential to uphold our traditions and embrace the legacy of our past. However, we are very much a progressive organisation, happy to celebrate our history without residing on it.

Although the West Riding FA has been the governing body of all association football in the county for over 100 years, today we are an energetic, innovative, and ever-changing organisation.

As a not-for-profit organisation, West Riding FA reinvests back into the game any surplus in funds into improving products and services to grassroots football, growing, and retaining the game at all levels and formats, and supporting the workforce and facilities infrastructure to drive the game forward.



OUR STRATEGY

Our Strategy cycle is aligned to that of the Football Association with each cycle comprising 4 years. The current being 2024-2028.



ROLE:	Referee Development Officer
CONTRACT TYPE:	Fixed Term until 30 th June 2028
HOURS PER WEEK:	35 hours per week
SALARY:	Circa £27,767.77
BASE:	West Riding County FA Headquarters, Fleet Lane, Woodlesford, Leeds, LS26 8NX
ADDITIONAL BENEFITS:	• Bike to Work Scheme • Cash Plan (Medical) • Nike Kit • Death in Service Insurance • Employee Pension Scheme (Scottish Widow) • Time off In Lieu Policy • Working from Home Policy • Flexible Working Policy • Individual Training and Education Support Packages

Grassroots football is our bread and butter. It's an incredible, dynamic environment powered by passionate volunteers, enthusiastic players and committed clubs. Week in, week out, these people bring our game to life, and at West Riding FA, our job is to support every single one of them. With a close-knit team of 22 staff, we cover everything from facility development to safeguarding, coach and referee support to equality, inclusion and diversity. And right now, we're looking for someone special to join us.

Are you passionate about football and dedicated to improving the standards of officiating? Do you have the skills to develop, support, and inspire the next generation of referees? If so, we want to hear from you!

We are seeking a dynamic and motivated **Referee Development Officer** to lead the growth, training, and progression of football referees across West Riding FA. You will be responsible for the recruitment, retention and progression of all levels of referees. From organising and delivering referee education and training for new referees, creating an ongoing and progressive training programme that offers support to all levels of the game and working closely with clubs and leagues to ensure referee coverage and quality, you will play a vital role in the journey of every West Riding FA referee.



STAFFING STRUCTURE

THE HOME OF
OUR FOOTBALL



VICTORIA JOHNSON
Finance Officer

HANNAH SIMPSON
Chief Executive Officer
Senior Safeguarding Lead

MEASHA HARRIS
Board Safeguarding Champion

SANCHA ROBERTS
Service and Experience Manager

ASHRAF WALLACE
Equality, Diversity and
Inclusion Lead

ANDREW SHUTTLEWORTH
Head of Facilities and Investment

JO DE TUTE
Head of Football Development
Deputy Senior Safeguarding Lead

PAUL RATCLIFFE
Designated Safeguarding Lead

ALISA HUSSAIN
Business Support Administrator

MEGAN STEWART
Women & Girls Community
Football Officer

TOM DENT
Facilities and Investment Officer

STEVE CONBOY
Football Development Officer

**Coach Development
Officer**

SUMAYA SAHEED
Football Administrator

ANNA KNEE
Football Development
Officer (Disability)

REECE SOCKETT
Football Development Officer
(Clubs and Facilities)

LIAM HOUSTON
Football Development Officer

**Casual Coach
Developers**

ROGER BYRNE
Competitions Coordinator

BETHANY OSBORNE
Football Development Officer
(Behaviour)

RYAN PARKER
Grass Pitch Operative

MAGGIE POWELL
Football Development Officer
(Workforce)

Approved Deliverers

CARLY SWIFT
Stewardess

SHANNON BURDETT
National Safeguarding Officer

LUKE HOOD
Referee Development Officer

**Howarths
Employment Law**

GEMMA WEBSTER
BUSINESS OPTIMISATION MANAGER
Deputy Designated
Safeguarding Lead

ELLA WALKER
National Safeguarding Administrator

JESS BELL
Assistant Development Officer

LR | PR LR Public Relations

VACANCY
National Safeguarding Administrator



JOB ROLE PROFILE

JOB TITLE:	Referee Development Officer	REPORTS TO:	Head of Football Development
JOBS REPORTING INTO THE JOB HOLDER:	None	TIME COMMITMENT:	Contracted hours of 35 hours per week with regular evening and weekend work throughout the season.
LOCATION:	West Riding FA, Fleet Lane, Woodlesford, Leeds, LS26 8NX	CONTRACT TYPE	Fixed Term until 30th June 2028
ENHANCED DBS REQUIRED:	YES	FULL DRIVER'S LICENSE:	YES

JOB PURPOSE

- To recruit, convert, retain, develop and progress referees to service the game.
- To support delivery of The FA Grassroots Football Strategy, FA Referee Strategy and the West Riding FA Business Strategy.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard.
- 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.

JOB RESPONSIBILITIES

RECRUITMENT:

- Identify areas of need for referees across all formats of the game within the locality served by West Riding FA and implement recruitment strategies accordingly.
- Implement strategies to increase the number of active referees from historically under-represented communities and provide support and guidance to the West Riding FA Inclusion Advisory Group.
- Implement strategies to increase the number of active female referees.
- Ensure all active referees have the minimum training and education requirements to officiate in their respective environments.



CONVERSION:

- Implement strategies for new referees, to convert them from trainee referees to active referees. Providing incentives, support and guidance to minimise drop out.

RETENTION:

- Support referees within the grassroots game to continue officiating season-on-season.
- Drive referee registration ensuring all safeguarding criteria are met.
- Ensure the appointment of appropriately registered referees in each sanctioned competition.
- Lead the design and delivery of referee development initiatives for the 'majority' grassroots referees.
- Listen to and consult with under-18 referees on their experiences as part of the West Riding FA Youth Engagement strategy.
- Utilise the feedback from under -18s and adults at risk to enhance the refereeing experience and fun and safety in grassroots football.
- Support referees in submitting discipline reports, including reporting discrimination, as well as actively supporting referees following challenging situations.
- Assist in the development of the Referee Developer Workforce: Observers, Tutors, Mentors, Coaches and other volunteers involved in supporting referees ensuring that all safeguarding criteria are met.
- Implement strategies to reward the West Riding FA referee workforce.

PROGRESSION:

- Actively promote and support referees to progress through the refereeing pyramid, utilising digital tools such as Centre Circle.
- Lead the design and delivery of inclusive referee development initiatives for progression pathway candidates and referees with the potential and opportunity to progress through the refereeing pyramid.
- Identify referees with the potential and opportunity to develop within the West Riding FA Referee Talent Programme and The FA CORE programme.

OPERATIONAL/SAFEGUARDING:

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18 referees and adults at risk within refereeing.
- Provide guidance to under-18 referees to support them on matchdays.
- Ensure that a parental link is added to all records for all under-18 referees.
- Risk assess all West Riding FA events and activity for under-18 referees and where the West Riding FA directly deploys under-18 referees and volunteers to ensure that appropriate safeguards are in place.
- Ensure mentors working with under-18 referees are appropriately qualified and trained and are aware they are in a relationship of trust and the expectations of them in this regard.
- Regularly meet with the Designated Safeguarding Officer and Disciplinary Department in all matters where it is apparent that there has been abusive behaviour involving under-18 players and/or where the referee is under-18 or identifies as an adult at risk.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems.
- Provide support to the West Riding FA Referee's Working Group.
- Work collaboratively with The FA Referees' Department on local and national initiatives.
- Contribute to ensuring that safeguarding and equality are embedded throughout the West Riding FA and grassroots football.
- Execute tasks as required to meet the West Riding FA changing priorities.



PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Minimum of 12 months sports development experience.
- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills.
- Excellent creative problem-solving and decision- making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.
- Experience of refereeing and/or referee development.
- Experience in delivering/presenting
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of the laws of the game.
- Knowledge of the structure and partner organisations within football and refereeing, nationally and within the County FA locality.

DESIRABLE CRITERIA

- A qualification in sports development
- Individual and group coaching and training skills
- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of referees
- Capability to create multiple reports, budgets and plans
- Knowledge of The FA's Grassroots Football Strategy,
- Experience of project management,
- Experience of utilising mapping programmes to support strategic and logistical planning,
- Knowledge and understanding of working with volunteers.
- A current FA Referee Developer, Mentor, Observer or Coach.



THE JOB HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE STRATEGIC PRIORITIES DESCRIBED BELOW.

STRATEGIC PRIORITY	OBJECTIVES
IMPROVE PLAYING CHOICE AND OPPORTUNITIES	• Evolve the youth game. • Improve team-based football for adult male players. • Create more opportunities to play safe, inclusive casual football. • Support the disability game to grow and thrive.
DEVELOP EQUAL OPPORTUNITIES FOR WOMEN AND GIRLS TO PLAY	• Sustain and grow more playing opportunities in schools. • Create more team-based playing opportunities. • Extend and enhance casual opportunities to play. • Deliver safe and inclusive environments for women and girls to thrive.
BUILD MORE AND IMPROVE EXISTING FACILITIES	• Transform grass pitch quality. • Build more 3G pitches. • Create inclusive and accessible facilities. • Improve environmental sustainability.
TACKLE POOR BEHAVIOUR	• Apply tougher sanctions. • Promote positive behaviour. • Drive collective responsibility across the game to raise standards.
DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES	• Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation. • Help clubs to become more sustainable. • Support the current and future generation of club leaders. • Equip clubs to add value to their local communities.
CONNECT AND SERVE PARTICIPANTS	• Make it easier to find information and opportunities to play, volunteer and learn. • Improve our customer service and communications. • Develop our digital tools to make running the game easier. • Explore digital opportunities to enhance the football experience.
PROGRESS THE GAME'S GOVERNANCE	• Promote the highest levels of governance across the grassroots network. • Evolve local Football Associations focused on developing football For All. • Support the grassroots game to be financially robust. • Support the game to be safe and well-run.

FA BEHAVIOURS

PROGRESSIVE - We embrace new thinking in the pursuit of continuous improvement, Innovation, Creative, Future thinking, Ground-breaking, Problem Solving, Challenge

RESPECTFUL - We set the standards for respectful behaviour across the game. Maintaining Standards, Role modelling, Respecting others' opinions and values Inclusive - We champion and ensure that football is and will remain a game for everyone. Championing, Supporting, Including, Leading, Collaborative Determined - We are tenacious and accountable to each other in serving the whole game and doing the right thing. Driven, Stamina, Tenacious, Focused, Resilient

EXCELLENT - The very best outcome can only be achieved by sustained excellence in performance. Be the best you can be, Striving for success, Excelling, Exceeding expectations

WEST RIDING FA VISION AND VALUES

VISION: To create enjoyable experiences and help form lasting memories through football

VALUES:

- 1. Simple:** We keep our communication easy to understand and our processes uncomplicated
- 2. Transparent:** We make our decisions and actions open , honest and consistent
- 3. Accessible:** We are there for when our customers need us
- 4. Inclusive:** We ensure that everybody can enjoy the game regardless of individual difference
- 5. Relevant:** We understand the views needs and expectations of everyone involved in the game
- 6. Care:** We are passionate about delivering an exceptional football experience

FURTHER INFORMATION

This role does not involve regulated activity with children or young people under the age of 18, within the context of the job or any subsequently related activities or responsibilities and does not require an enhanced DBS check.



@westridingfa



@westridingfa



westriding_fa

For an informal conversation about the position available, please email



JO DE TUTE

Head of Football Development

Joanne.detute@westridingfa.com

To apply, please complete the **APPLICATION FORM:**

[CLICK HERE](#)



This application form provides the Selection and Recruitment Team with key information directly relating to the requirements of the role advertised.

Shortlisting is outsourced to Howarths Employment Law. All applications will be scored against a consistent scoring matrix and West Riding FA will be provided with details of the highest scoring applicants. These applicants will be invited to interview.

If you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would be interested in your application.

Closing date:

5pm on 24th August 2026

Interviews:

Thursday 3rd September 2026

EQUALITY AND DIVERSITY

We (West Riding FA) are committed to equality and diversity. We strive to be fully representative of the community we serve by ensuring that all applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

Please complete the [Diversity Monitoring Form](#). Completing this form is voluntary. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information detailed will be treated anonymously and not be shared with the Recruitment Panel for the role you are applying for.

[REVIEW OUR INCLUSIVE HIRING PROCESS HERE](#)



By completing this monitoring form, you are helping us stay relevant within grassroots football across West Riding and the wider region. As part of our continued commitment to equality, diversity, and inclusion we use the data collected in this form to shape our activities, policies, and practices.

SAFEGUARDING CHILDREN, YOUNG PEOPLE, AND ADULTS AT RISK

The West Riding FA is committed to safeguarding children, young people, and adults at risk. All eligible roles are subject to an Enhanced DBS Check. This role does not involve regulated activity with children or young people under the age of 18yrs, within the context of the role or any subsequently related activities or responsibilities and does not require an Enhanced DBS check.



THE HOME OF OUR FOOTBALL

West Riding FA

Fleet Lane, Woodlesford, Leeds, LS26 8NX

Tel: 0113 282 1222

Email: info@westridingfa.com



@westridingfa



@westridingfa



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The Equality Standard
A Framework for Sport

PRELIMINARY

#TOGETHER WE ARE FOOTBALL