



REFEREE DEVELOPMENT OFFICER

RECRUITMENT PACK

WORCESTERSHIRE FA

REFEREE DEVELOPMENT OFFICER



Job Title:	Referee Development Officer (Worcestershire FA and Herefordshire FA)
Location:	County Sports Ground, Claines Lane, Worcester, WR3 7SS (predominantly) County Ground, Widemarsh Common, Hereford, HR4 9NA (occasionally)
Closing Date:	9:00am on Monday 12 th December 2022
Contract Type:	Permanent full-time (post continuation subject to funding)
Salary:	£24,000 per annum plus bonus scheme to be discussed with successful applicant
Working Hours:	37.5 hours per week including some evenings and weekends Office hours 8:30am-4:30pm

ABOUT WORCESTERSHIRE FA

We govern, administer and develop football across Worcestershire and have been doing that since 1893. We work alongside our clubs, leagues, players, coaches and referees to enhance the game for everyone.

A BIT ABOUT THE ROLE

Worcestershire FA is looking for a committed, enthusiastic and flexible individual to support the delivery of our strategy. The successful applicant will be able to demonstrate the required knowledge, experience and values to successfully deliver the recruitment, conversion, retention, development and progression of referees within the game.

The role will also include working for Herefordshire FA to deliver referee services on their behalf, although you will be based in Worcester the majority of the time. Both County FAs have their own targets for recruitment, conversion, retention and progression of referees that you will be tasked with delivering.

Across the two County FA's, there are currently around 500 affiliated match officials and over 50 members of our voluntary referee workforce.

A detailed role profile and person specification can be found in this pack. We strongly recommend you read this in detail as there are additional areas of responsibility in addition to the refereeing aspects of this role.

EQUALITY AND DIVERSITY

Worcestershire FA is committed to, and values the principles of diversity, equality and inclusion. We strive to provide an inclusive and supportive working environment where all our team feel respected and supported in fulfilling their potential. We encourage and welcome applications from all, regardless of background and are particularly interested to hear from individuals belonging to under-represented groups.

We will ensure that recruitment decisions will be based on merit with a focus solely on the skills and experience required for the job. Should you need any reasonable adjustments to the recruitment process, at either application or interview stage, please contact us directly via support@worcestershirefa.com

ROLE PROFILE



PURPOSE

- ✓ To support delivery of The FA National Game Strategy, FA Referee Strategy and the Business Strategy for both Worcestershire FA and Herefordshire FA.
- ✓ To recruit, convert, retain, develop and progress referees to service the game.
- ✓ 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.

RESPONSIBILITIES

- Identify areas of need for referees across all formats of the game and implement recruitment strategies for youth, adult, male and female referees including those with a disability or from under-represented groups.
- Deliver Referee Courses and Development Workshops as an FA Referee Developer (training will be provided).
- Implement strategies to convert new referees from trainee referees to qualified and active referees.
- Support and develop referees within the grassroots game to retain them within refereeing season-on-season, including by delivering the re-registration process and safeguarding criteria.
- Actively promote and support referees to progress through the refereeing pyramid, including the delivery of the progression pathway.
- Liaise with local leagues and appointments officers to increase match coverage with an affiliated referee.
- Support the running of County Cups including referee appointments, post-match administration and Cup Finals.
- Identify referees with the potential and opportunity to develop within the County FA Centre of Refereeing Excellence (CORE) and The FA CORE programme.
- Lead the recruitment, retention and development of the referee developer workforce: observers, tutors, mentors, coaches and other volunteers involved in supporting referees.
- Support referees in submitting discipline reports, including reporting discrimination, as well as actively supporting referees following challenging situations.
- Complete training to become a Deputy Designated Safeguarding Officer to actively support the delivery of our Safeguarding responsibilities for under 18s and adults at risk.
- Ensure that Safeguarding policies and procedures are applied across the business, including but not limited to: adding a parental link to all under 18 referee profiles, completing risk assessments for County FA events and ensuring that members of the referee workforce are appropriately qualified, 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 identified as an adult at risk.
- Listen to and consult with under 18 referees on their experiences as part of the County FA youth engagement strategy.
- Provide the highest level of customer excellence to support the workforce across all FA Technology systems (FA Education, FA Events, Whole Game System, MOAS, Matchday app and Full-Time).
- Attend meetings and write reports to update the County FA Referees' Committee and/or Board of Directors.
- Work collaboratively with The FA Referees' Department on local and national initiatives.
- Contribute to ensuring that safeguarding and equality are embedded throughout the County FAs.
- Execute tasks as required to meet the changing priorities of both County FAs.

WHAT WE ARE LOOKING FOR



QUALIFICATIONS AND EXPERIENCE

Essential:

- ✓ A degree level qualification or equivalent experience
- ✓ A current or former registered referee at Level 5 or above

Desirable:

- Two years of sports development experience
- Currently or previously operating as a referee at Level 4 or above



SKILLS

Essential

- ✓ 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.

Desirable

- 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.
- Inspire and motivate a referee workforce.

KNOWLEDGE

Essential

- ✓ Experience of refereeing and/or referee development.
- ✓ Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- ✓ Knowledge of the Laws of the Game.
- ✓ Knowledge of the football pyramid and partner organisations within football locally and nationally.

Desirable

- Knowledge of The FA's National Game Strategy.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge of working with volunteers.
- A current FA Referee Developer.

Enhanced DBS Check required? YES

Clean, full driving licence required? YES

HOW TO APPLY



To apply for this role, please send a copy of your CV and a covering letter **explaining in detail how you are suitable for the position** of Referee Development Officer at Worcestershire FA. Your email should be marked 'Private & Confidential – Referee Development Officer Application' and sent to support@worcestershirefa.com

The **closing date** for applications is **9:00am on Monday 12th December 2022**.

Interviews will be held on **Monday 19th December 2022** or **Wednesday 21st December 2022**.

Due to the volume of applications received for most roles, we will only contact candidates if they are shortlisted for interview. If you do not hear from us within five days of the closing date, you should assume your application has not been successful. We aim to provide feedback to shortlisted candidates who are unsuccessful at interview. However, due to the volume of applications received for most roles, we will unfortunately not provide feedback to those candidates who are not shortlisted for interview.

If you have any questions about the role, please contact ollie.williams@worcestershirefa.com for an informal discussion.

WHAT WE CAN OFFER

As well as your salary, you will get 20 days holiday (plus bank holidays and three company discretionary days), free on-site car parking (including electric vehicle charging points free of charge for staff), full staff kit package and the opportunity to attend matches across Worcestershire and Herefordshire (with prior notice).

You will get the chance to work with our nationally recognised leaders and help us to improve the work we do. You'll be part of a forward thinking and progressive County FA with a career in football at the local governing body of the grassroots game. There will be opportunities to progress your career across the County FA Network throughout England and at The FA with access to high-quality training, networking and personal development opportunities.

SAFEGUARDING

We are 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 successful candidate will also be required to undertake a safeguarding induction and safeguarding training as outlined by the FA.

SOCIAL MEDIA

You can keep up to date with our social media channels by clicking the links below.

[Click here to follow @WFAHFARefs on Twitter](#)

[Click here to like Worcs FA on Facebook](#) | [Click here to like Herefordshire FA on Facebook](#)

[Click here to follow Worcs FA on Instagram](#) | [Click here to follow Herefordshire FA on Instagram](#)

GOOD LUCK!

