

EMPLOYMENT APPLICATION PACK:

Female Referee Mentor



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Female Referee Mentor

Salary: £25ph.

Vacancy Type: Casual Contract
(50 hours)

What is the role?

We are looking for someone to provide support to female referees who are currently engaging within the Female Referee Development Programme.

What will you do?

- You will help recruit new female referees to attend female specific FA Referee Courses across the 2023/24 season.
- You will co-deliver Female Referee Development Programme CPD events (both in person and face to face).
- You will provide support to newly qualified female referees, through observing games and providing feedback.
- You will oversee the Female Referee Community SPOND group and regularly upload appropriate resources/ content for members to engage with.

What do you need?

- The ability to build and maintain working relationships
- The ability to work independently and as part of a team
- The ability to work around challenges by developing new solutions
- The determination to fail better - try > fail > learn > repeat

Applications by 18th September 2023:

To apply, complete the online application form. Interviews will take place w/c 25th September 2023.

Access the form by scanning this QR code with a smartphone:



Or via: <https://forms.office.com/e/k2xq304Sxs>

APPLICATION PROCESS

Please see the accompanying **advert & job description, full role profile & person specification** and **supporting information**. These should be used as a guide when completing the application form. The application form can be made available in alternative formats and should this be required please contact us to advise of your requirements.

Please complete the application form by clicking [here](#).

If shortlisted, you will be invited to interview for the role. The exact format of the interview will be confirmed with notice of the interview and reasonable adjustments can be made to accommodate any needs you may have.

Hampshire FA have an understanding and commitment to **equality, diversity and inclusion** and would be grateful if you could complete an optional, anonymous equality monitoring form as part of your application. By completing this questionnaire, you are helping us to plan for the future and ensure we recruit from a diverse pool of applicants that are appropriate and relevant to the community we serve.

Please complete the equality monitoring form by clicking [here](#).

Hampshire FA 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 information provided.

Key Dates:

Application Closing date – 18th September 2023

Interviews dates – Week Commencing 25th September 2023



FULL ROLE PROFILE & PERSON SPECIFICATION

Hampshire FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply for all roles.

Job title	Female Referee Mentor
Reports to	Female Pathway Football Development Officer
Job purpose(s)	<ul style="list-style-type: none"> To help recruit new female referees to attend female specific FA Referee Courses To co-deliver Female Referee Development Programme CPD events To provide support for newly qualified female referees through observing games and providing feedback To oversee the Female Referee Community SPOND group, and regularly upload relevant resources/ content for members to engage with
Location	Mix of remote working/ in person programme delivery(multiple locations across the county)
Working hours	50 hours per contract. Hours of work will vary and may include evenings and weekends
Contract type	Casual Contract from September 2023 - 30th June 2024 (Further extension subject to funding renewal)
Salary	£25 per hour (50 hour contract)

Roles & Responsibilities:

Representing Hampshire FA	<ul style="list-style-type: none"> Represent Hampshire FA with distinction and field queries effectively whilst adhering to the Customer Charter Support the maintenance of FA Safeguarding 365 Operating Standards
Mentoring:	<ul style="list-style-type: none"> Provide support and guidance to new female referees through building rapport, leading by example, highlighting best practice and celebrating success. Create individual development plans for those who wish to accelerate their learning. Observe newly qualified referees during games across the season, and provide structured feedback. Respond to queries on SPOND from the Female Referee Community, and signpost members to additional resources
Safeguarding	<ul style="list-style-type: none"> Ensure that all participants and their families are aware of how/encouraged to report any safeguarding concerns they might have Listen to and consult with under-18s on their experiences of grassroots referees as part of the Hampshire FA youth engagement strategy
Equality, Diversity & Inclusion	<ul style="list-style-type: none"> Ensure that refereeing is inclusive, diverse and reflective of local communities Work with the EDI Officer to support the growth of referees and referee development from a diverse referee workforce

Skills

Knowledge/Experience

Essential (Required to fulfil role)	<ul style="list-style-type: none"> IT skills, including the use of Microsoft Office applications Time management and prioritisation Communication and presentation skills Influencing skills to champion change 	<ul style="list-style-type: none"> Experience of mentoring others Provision of excellent customer service
Non-Essential (Beneficial but can be accumulated once in the role)	<ul style="list-style-type: none"> Skilled in creating, delivering and maintaining support for referees including the growth, transition and retention of referees Problem-solving and decision-making 	<ul style="list-style-type: none"> Knowledge of Grassroots Refereeing Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding Knowledge of The FA Refereeing framework Knowledge and understanding of working with volunteers

Application Deadline:	18 th September 2023
Interviews to be held(format TBC):	Week Commencing 25th September 2023



SUPPORTING INFORMATION

Hampshire FA Vision, Mission & Values

Vision

Using the power of **football** to build a better future for all communities in **Hampshire**.

Mission

Set strong foundations for all of Hampshire football to **Recover** stronger by enabling & supporting a bespoke Hampshire FA workforce.

Deliver an expanding network of **Hub Sites**, connected with & fully engaging their local communities.

Put **Youth Engagement** at the centre of all delivery & ensure young people are heard, safeguarded & empowered to influence the future.

Re-invigorate **Equality, Diversity & Inclusion** through new IAG/local engagement structure & governance standards.

Undertake a full business **Culture** review to embed inclusivity, safeguarding & quality community service throughout all we do.

Values

Progressive - Respect - Inclusion - Determined - Excellence

