



**ENGLAND
FOOTBALL**

LEICESTERSHIRE & RUTLAND COUNTY FA

**REFEREE SUPPORT CO-ORDINATOR
APPLICATION PACK**

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ABOUT LEICESTERSHIRE & RUTLAND COUNTY FA

LRCFA is the governing body for football in Leicestershire & Rutland. We are responsible for leading and serving the game at amateur level, a sector widely referred to as 'Grassroots' football.

LRCFA is committed to making the game of football as safe and enjoyable as possible for all those involved.

LRCFA works closely with The FA, the game's Governing Body, in order to ensure that all safety standards are met.

LRCFA MISSION	<i>Working for the benefit of our members and the whole community by delivering the highest standards of service for football in Leicestershire and Rutland</i>
LRCFA VISION	<i>To get as many people playing football in the best possible environment</i>
LRCFA VALUES	<i>Progressive Respectful Inclusive Determined Excellence</i>

THE ROLE

LRCFA is inviting applications for a part-time position of Referee Support Co-ordinator. We are looking for individuals with the right skills, knowledge, and experience to help support the administration of referee courses, observing and appointments across Leicestershire & Rutland. As an equal opportunity employer, we welcome applications from all sections of our diverse community.

WHAT CAN WE OFFER?

- An exciting opportunity to be part of a forward-thinking progressing business.
- To work with key stakeholders within grassroots football and the professional game.
- Access and commitment to personal development and training opportunities.

LRCFA is committed to safeguarding children, young people 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 the post, as all cases are judged individually according to the nature of the role and information provided.



ROLE PROFILE

JOB TITLE	Referee Support Co-Ordinator
REPORTS TO	Referee Development Officer

JOB PURPOSE(S)

- To support the delivery of The FA National Game Strategy and the Leicestershire & Rutland County FA (L&RCFA) Business Strategy.
- Administer and organise The FA Referee Course to meet the demand within the County.
- To oversee referee appointments delegated to the County FA by partner organisations.
- To appoint referee observers and mentors in line with County FA priorities.
- 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.

DIRECT REPORTS	N/A
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LOCATION	Based at the Leicestershire and Rutland CFA Headquarters, with some home working. Frequent travel to other locations across the Leicestershire and Rutland and beyond will be required.
WORKING HOURS	22.5 hours
CONTRACT TYPE	Part-time
SALARY	£13,500 per annum

RESPONSIBILITIES

- Administer and organise The FA Referee Courses across Leicestershire & Rutland.
- Providing administrative support of new/trainee referees post course until completion of 'Referee Call Back Evening' and conversion from a trainee referee.
- Administer County FA based Match Official Appointments in line with policies and procedures.
- Co-ordination of the Saturday Pool Scheme.
- Provide reports on the recruitment, conversion, retention and development of match officials.
- Appoint observers/matchday coaches to level 7-6,6-5,5-4 and 4W-3W promotion candidates.
- Effectively compile all observation marks and reports.
- Monitor and provide administrative support for County FA Referee Mentors.
- Appoint Referee mentors to Referee Development Centres.
- Provide the highest level of customer excellence to support volunteers.
- Support the Referee Development Officer in administering bespoke programmes and projects that target the development of referees' form under represented communities.
- Contribute to ensuring that safeguarding and equality are embedded throughout the and grassroots football.
- Execute tasks as required to meet the L&RCFA changing priorities.



PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL

- Minimum education to GCSE level or equivalent.

DESIRABLE

- A current registered referee.

SKILLS

ESSENTIAL

- Strategic thinking and planning skills.
- Self-motivated with the ability to build trust-based relationships.
- 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 problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Effective report-writing and presentation skills.
- Ability to use data to monitor and evaluate programmes.

DESIRABLE

PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Knowledge of and commitment to equality, diversity and inclusion.
- Experience of monitoring and evaluation of programmes.
- Knowledge and understanding of working with volunteers.

DESIRABLE

- Experience of refereeing or referee development.
- Knowledge of the FA's National Game Strategy.
- Experience of project management.
- Knowledge of the structure and partner organisations within football both nationally and within the County FA locality.
- Knowledge of safeguarding requirements within grassroots football.
Knowledge of the FA Referee Pathway and how to progress within it.

ENHANCED DBS CHECK REQUIRED?

Yes

CLEAN, FULL DRIVING LICENCE?

Yes



THE JOB HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE VALUES AND BEHAVIOURS DESCRIBED BELOW

FA VALUE	BEHAVIOURS
PROGRESSIVE	<p>Embraces new thinking in pursuit of continuous improvement:</p> <ul style="list-style-type: none"> • Identifies the need for, and actions change in direction, practice, policy or procedure • Questions the way things are done and takes informed risks • Continuously seeks to improve efficiency and performance
RESPECTFUL	<p>Sets the standards for respectful behaviour across the game</p> <ul style="list-style-type: none"> • Maintains people's self-esteem when interacting with them • Avoids pre-judgement when listening to suggestions from others • Seizes the opportunity to apply LRCFA standards at all times
INCLUSIVE	<p>Champions end ensures that football is, and will remain, a game for everyone</p> <ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game • Provides equal opportunity to people of different backgrounds, experience and perspective • Seeks out and embraces new ways of thinking and working
DETERMINED	<p>Tenacious and accountable. Serving the whole game and doing the right thing</p> <ul style="list-style-type: none"> • Works relentlessly to overcome roadblocks or obstacles to achieve the goal • Remains focused on seeing agreed goals through to completion taking pride in their work • Maintains motivation for their team and themselves
EXCELLENCE	<p>The very best outcome achieved by sustained excellence in performance</p> <ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times • Persistent to achieve a standard that others consider impossible. • Challenges others to go further and achieve more

HOW TO APPLY

- Complete the **Online Application Form** by 10am Monday 11th September 2023.
Please note that no applications will be accepted after this time.
- The application form cannot be saved so we recommend completing in a word document prior and transferring to the application form ahead of submission.
- Provide the **Equality and Diversity Monitoring Form** and return to Jobs@LeicestershireFA.com
Please note that completing this form is entirely voluntary.
- LRCFA is committed to equality of opportunity for all. We would welcome applications from women, people with Disabilities and Black, Asian and Minority Ethnic Communities as they are currently underrepresented within the organisation
- **Click here** to see the LRCFA Safer Recruitment Policy

SELECTION PROCESS

- Applicants selected will be contacted by 5pm Wednesday 13th September 2023.
If you have not heard from us by this date unfortunately you have been unsuccessful on this occasion.
- Interviews will be held at Holmes Park, Whetstone week commencing Monday 18th September 2023
- If required, second interviews may be held to determine the most suitable candidate for the role.

If you have any queries regarding the role, please contact Jacob Lehane, Referee Development Officer,
Email: jacob.lehane@leicestershirefa.com

