



Job Description and Person Specification

Job title	Workforce Development Officer (Referees and Coaches)
Reports to	Football Development Lead (Male Pathway)

Job purpose(s)	
<ul style="list-style-type: none"> To support the delivery of The FA National Game Strategy and the Leicestershire & Rutland County FA (L&RCFA) Business Strategy. Implement and execution of strategies that support the registration, recruitment, conversion, retention and progression of the referee workforce. To develop and implement a coach CPD offer that supports the development of grassroots coaches. 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	None

Responsibilities
<ul style="list-style-type: none"> Identify, manage and develop relationships with key partners to meet the strategic objectives of the L&RCFA. Ensure referees are registered and meet all registration requirements. Work alongside the referee tutor workforce to deliver referee education courses to support the recruitment of referees. Implement strategies to convert new referees and retain existing referees to meet the needs of grassroots football, with particular focus on overseeing the management of the referee mentor programme. Develop initiatives that will identify and support grassroots referees with opportunities to progress and develop within the refereeing pathway. Effectively monitor and support referees that have applied for referee promotion. Regularly meet and collaborate with colleagues to support match officials through the discipline process as required, with bespoke support available for U18 referees. As part of the County FA Youth Engagement Strategy, develop bespoke support available to U18 referees and coaches. Work with stakeholders, internally and externally, to recruit and development ethnically diverse and female referees and coaches. Deliver a coach CPD programme liaising with the FA coach development workforce and key stakeholders to meet the needs of the game and CFA KPIs. Recruit coaches through The FA qualification framework maximising uptake and completion of FA coach education courses. Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time). Contribute to ensuring that safeguarding and equality are embedded throughout the and grassroots football. Risk assess all (L&RCFA) events and activity for under-18s and where the (L&RCFA) directly deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place. Execute tasks as required to meet the L&RCFA changing priorities.

Person specification

Qualifications	
Essential <ul style="list-style-type: none"> A degree level qualification or 2 years sport development experience. 	Desirable <ul style="list-style-type: none"> A current registered referee. FA Coaching qualification.
Skills	
Essential <ul style="list-style-type: none"> 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. Influencing skills to champion change. 	Desirable
Knowledge and experience	
Essential <ul style="list-style-type: none"> Practical experience of sports/football development. Knowledge of and commitment to equality, diversity and inclusion. Experience of monitoring and evaluation of programmes. Knowledge of safeguarding requirements within grassroots football. Knowledge of the FA Referee Pathway and how to progress within it. Knowledge of The FA Coaching Qualification Framework. 	Desirable <ul style="list-style-type: none"> Experience of refereeing or referee development. Knowledge of the FA's National Game Strategy. Experience of project management. Knowledge and understanding of working with volunteers. Knowledge of the structure and partner organisations within football both nationally and within the County FA locality.
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



FOR ALL



PROGRESSIVE	Embraces new thinking in pursuit of continuous improvement: <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	Sets the standards for respectful behaviour across the game: <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 FA standards at all times.
INCLUSIVE	Champions and ensures that football is, and will remain, a game for everyone: <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	Tenacious and accountable. Serving the whole game and doing the right thing: <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.
EXCELLENT	The very best outcome achieved by sustained excellence in performance: <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.

Job description reviewed and modified by:	Shaun Waite, Football Development Lead (Male Pathway)
Date job description reviewed and modified:	20/07/21
Job description authorised by:	

Signed by job holder (on appointment):	
Date signed:	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.