



# Liverpool County FA

## Referee Development Officer

<b>Role Title</b>	Referee Development Officer
<b>Reports to</b>	Head of Football Services
<b>Role Description</b>	
<ul style="list-style-type: none"><li>• To recruit, convert, retain, develop and progress referees to service the game.</li><li>• To support delivery of The FA National Game Strategy and Liverpool County FA's 2024-28 Business Strategy.</li><li>• To support the adoption of FA technology systems across grassroots football.</li><li>• To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.</li></ul>	
<b>Role Purpose</b>	
To be an inspiring, dynamic and motivated individual Referee Development Officer, and to lead on the recruitment, conversion, retention and progression of Referees within the game.	
<b>Location</b>	Liverpool FA and occasional travel to alternative venues to attend meetings/events/fixtures.
<b>Estimated time commitment to fulfil the role</b>	This is a full-time permanent role, working 35hours per week.
<b>Remuneration and Expenses</b>	This is a full-time permanent role with a salary of up to £28,000 plus benefits, dependent upon experience.



## Responsibilities

- Identify areas of need for referees across all formats of the game within the region and implement recruitment strategies accordingly.
- Implement strategies for new referees, to transition them from Trainee referees to active referees.
- Support referees within the grassroots game to retain them within refereeing season upon season.
- Actively promote and support referees to progress through the refereeing pyramid.
- Provide an offer of/and lead the delivery of referee development initiatives for grassroots referees, promotion candidates and referees with the potential and opportunity to progress through the refereeing pyramid.
- Liaise with Liverpool County FA member leagues to ensure the appointment of appropriate registered referees.
- Identify referees with the potential and opportunity to develop within Liverpool County FA's CORE/Referee Academy and The FA CORE programme.
- Assist in the development of the Referee Developer workforce; Observers, Tutors, Mentors, Coaches and other volunteers involved in supporting referees.
- Lead the annual referee registration process and support referees submitting discipline, including reporting discrimination.
- Ensure referees are aware and utilising FA technology systems (Whole Game System, MOAS, Full-Time, Matchday App, RefSec), whilst supporting them in administering grassroots football.
- Implement strategies to increase the number of active BAME referees and provide support and guidance to Liverpool County FA's Inclusion Advisory Group.
- Implement strategies to increase the number of active female referees.
- Provide support to all referees who experience challenging moments, to aid referee retention
- Work collaboratively with The FA Referees Department on local and national initiatives.
- Collaborate with the Designated Safeguarding Officer and Discipline Officer in all matters involving Under 18 referees and adults at risk within refereeing.
- Embed safeguarding and equality throughout Liverpool County FA and grassroots football.
- Support, promote and manage the delivery of the FA RESPECT programme and achieve specific National Game KPIs.



Person Specification	
Qualifications and Experience	
<b>Essential Qualifications</b> <ul style="list-style-type: none"><li>• Educated to A-Level or equivalent.</li><li>• Registered Referee.</li></ul> <b>Desirable Qualifications</b> <ul style="list-style-type: none"><li>• A degree/equivalent qualification</li><li>• 2 years sports development experience.</li></ul>	
<b>Knowledge &amp; Experience:</b> <ul style="list-style-type: none"><li>• Experience of refereeing and / or referee development</li><li>• Knowledge of the Laws of the Game</li><li>• Knowledge of The FA National Game Strategy</li><li>• Working knowledge of Whole Game System, MOAS, Full-Time, Matchday App</li><li>• Demonstrates a detailed understanding of inclusion, equality and anti – discrimination best practice</li><li>• Knowledge of monitoring and evaluating programmes</li><li>• Experience in working with a volunteer workforce</li><li>• FA Referee Tutor</li><li>• FA Referee Developer</li><li>• Knowledge of The FA Respect Programme</li></ul>	
Skills and Personal Attributes	
<ul style="list-style-type: none"><li>• Outstanding team-working skills</li><li>• Exceptional communication, interpersonal and influencing skills</li><li>• Diplomacy and the ability to deal appropriately with confidential information</li><li>• Project management skills and experience</li><li>• Able to use insight, data and reflection to make effective decisions</li><li>• Excellent internal and external stakeholder relations skills</li><li>• Effective report writing and presentation skills</li><li>• Effective prioritisation and time-management skills</li><li>• Competent in the use of IT including Microsoft Office applications</li><li>• Individual and group coaching, training, and mentoring skills</li></ul>	
<b>Enhanced DBS Check required?</b>	Yes
<b>Clean full driving licence?</b>	Yes

**The role holder will be expected to understand and work in accordance with the values and behaviours described below:**



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

<b>Role profile reviewed and modified by:</b>	<i>[Insert name and role title]</i>
<b>Date role profile reviewed and modified:</b>	<i>[Insert date]</i>
<b>Role profile authorised by:</b>	<i>[Insert name and role title]</i>
<b>Signed by role holder (on appointment):</b>	<i>[insert signature]</i>
<b>Date signed:</b>	<i>[insert date]</i>

One copy to be retained by the role holder, one signed copy to be stored confidentially by the Association