



LIVERPOOL FA RECRUITMENT PACK

Referee Development Officer

ABOUT LIVERPOOL FA

A word from our Chief Executive Officer, Tony Smith:

“Liverpool County FA is one of the most prestigious County FAs in the country, serving more than 55,000 players and 500 clubs and 3,500 teams.



At Liverpool County FA, we believe in the power of football to unite communities and create lasting memories. As the governing body for football in Merseyside for over 120 years, we are dedicated to making football accessible and enjoyable for all, regardless of age, ability, or background.

Our utmost priority is that every participant is given the opportunity to develop in a progressive and enjoyable football environment. By promoting **‘Football for All’** we encourage participation across all sections of society, regardless of age, ability, disability, gender, sexual orientation, race, religion or socio-economic status.”

ABOUT THE ROLE

An important and exciting opportunity has arisen to join our Team.

We are seeking to recruit an inspiring, dynamic and motivated individual as our Referee Development Officer who will lead on the recruitment, conversion, retention and progression of Referees within the game.

This is a crucial role for Liverpool County FA and the wider grassroots game locally and so we are looking for a highly skilled, knowledgeable and qualified candidate who can contribute to the delivery of our Grassroots Development Plan and The FA National Game Strategy.

The successful candidate will be joining a talented team that works across six Local Authorities: Liverpool, Knowsley, Sefton, St Helens, Warrington & Halton.

This is an incredibly exciting opportunity and a fantastic time to join our Team as we continue to transform our organisation and focus on creating a better football experience for all.

This is a full-time permanent role with a salary of up to £28,000 plus benefits, dependent upon experience.

Providing Opportunities In Football For All

HOW TO APPLY

The closing date for applications is **Friday 19th January at 17.00pm.**
Interviews for the positions will be held on **Friday 2nd February** with representatives from Liverpool County FA and The FA.

For an informal discussion about Liverpool County FA and the role of Referee Development Officer, please contact:

Steve Swinnerton | Football Services Manager

Steven.swinnerton@liverpoolfa.com

0151 523 4488

To apply for the role of Referee Development Officer please submit a CV and covering letter detailing the qualities and attributes you would bring to compliment Liverpool County FA's Team. Before applying, please see the relevant role profile below.

Completed applications can be sent to info@liverpoolfa.com along with a completed Equality & Diversity Form.

All applications should be marked '**Private & Confidential – LCFA Referee Development Officer**'.

Liverpool County FA promotes inclusion, values diversity and welcomes applications from everyone. If you have any particular requirements in respect of the recruitment or interview process, please highlight this in your application or contact the Chief Executive Officer who will be happy to offer support.

Disclosure and Barring Service Check

As this role involves direct access to young people under the age of 18, within the context of the job and any subsequent related activities or responsibilities, the successful candidate will undergo a thorough screening process that will include an enhanced level Disclosure and Barring Service check to ensure their suitability for the role.

Liverpool FA is committed to achieving equality and fairness in employment and service delivery and we welcome applications from all sections of the community.

JOB DESCRIPTION & PERSON SPECIFICATION

Role Title	Referee Development Officer
Reports to	Head of Football Development
Role Description	
<ul style="list-style-type: none"> To recruit, convert, retain, <u>develop</u> and progress referees to service the game. To support delivery of The FA National Game Strategy and Liverpool County FA's 2024-28 Business Strategy. To support the adoption of FA technology systems across grassroots football. To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs. 	
Role Purpose	
To be an inspiring, <u>dynamic</u> and motivated individual Referee Development Officer, and to lead on the recruitment, conversion, retention and progression of Referees within the game.	
Location	Liverpool FA and occasional travel to alternative venues to attend meetings/events/fixtures.
Estimated time commitment to fulfil the role	This is a full-time permanent role, working 35hours per week.
Remuneration and Expenses	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	
Essential Qualifications <ul style="list-style-type: none"> • Educated to A-Level or equivalent. • Registered Referee. Desirable Qualifications <ul style="list-style-type: none"> • A degree/equivalent qualification • 2 years sports development experience. 	
Knowledge & Experience: <ul style="list-style-type: none"> • Experience of refereeing and / or referee development • Knowledge of the Laws of the Game • Knowledge of The FA National Game Strategy • Working knowledge of Whole Game System, MOAS, Full-Time, Matchday App • Demonstrates a detailed understanding of inclusion, equality and anti – discrimination best practice • Knowledge of monitoring and evaluating programmes • Experience in working with a volunteer workforce • FA Referee Tutor • FA Referee Developer • Knowledge of The FA Respect Programme 	
Skills and Personal Attributes	
<ul style="list-style-type: none"> • Outstanding team-working skills • Exceptional communication, interpersonal and influencing skills • Diplomacy and the ability to deal appropriately with confidential information • Project management skills and experience • Able to use insight, data and reflection to make effective decisions • Excellent internal and external stakeholder relations skills • Effective report writing and presentation skills • Effective prioritisation and time-management skills • Competent in the use of IT including Microsoft Office applications • Individual and group coaching, training, and mentoring skills 	
Enhanced DBS Check required?	Yes
Clean full driving licence?	Yes
The role holder will be expected to understand and work in accordance with the values and behaviours described below:	

FA Value	Behaviours
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 behavior 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.

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

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

The successful applicant will be expected to work in accordance with the values and behaviours of Liverpool County FA at all time.

ENTHUSIASM

WE WILL HAVE A POSITIVE APPROACH AND DESIRE TO MEET THE NEEDS OF OUR FOOTBALL COMMUNITY

PROFESSIONALISM

WE WILL PROVIDE A HIGH-QUALITY SERVICE THAT SERVES OUR FOOTBALL COMMUNITY

FAIR

WE ARE COMMITTED TO PROMOTING EQUALITY BY TREATING PEOPLE FAIRLY AND WITH RESPECT

PASSIONATE

WE WILL UPHOLD THE ARDENT LOVE OF FOOTBALL WITHIN MERSEYSIDE AND ENSURE IT IS CELEBRATED

TEAMWORK

WE WILL WORK TOGETHER WITH ALL OF OUR FOOTBALL COMMUNITY TO PROVIDE FOOTBALL FOR ALL

COMMUNITY WE WILL PROVIDE A SENSE OF BELONGING AND TOGETHERNESS FOR ALL INVOLVED IN FOOTBALL IN MERSEYSIDE

