



# NORTHANTS FOOTBALL



**JOIN THE TEAM**  
**RECRUITMENT PACK**  
Referee Development Officer



## Northamptonshire County Football Association

### Referee Development Officer

<b>Role:</b>	Referee Development Officer
<b>Contract:</b>	Permanent
<b>Hours per week:</b>	35 hours
<b>Salary:</b>	Starts from £24,378
<b>Base:</b>	Northamptonshire FA HQ, 9 Duncan Close, Moulton Park, Red House Square, NN3 6WL
<b>Additional benefits:</b>	<ul style="list-style-type: none"><li>- Nike kit</li><li>- Death in Service insurance</li><li>- Employee Pension Scheme</li><li>- Time off In Lieu Policy</li><li>- Flexible Working Policy</li></ul>

We are excited to offer a unique opportunity to join our team and make a real impact in grassroots football as our new Referee Development Officer.

The role holder will be a dynamic, self-motivated individual with a “can do” attitude who wants to make a positive contribution to grassroots football in Northamptonshire. The successful applicant will need to be able to demonstrate, both in their application and at interview, their ability to assist Northamptonshire FA in delivering it’s business strategy.

#### **Safeguarding is at the Heart of what we do!**

Northamptonshire FA is committed to ensuring that Safeguarding within Grassroots football is at the heart of what we do. Ensuring that all our officers and volunteers involved in Northamptonshire FA and to be successful in this role you will be required to ensure that you are committed to completing any safeguarding training that is deemed a requirement by Northamptonshire FA or The FA. A Criminal Records Check will be completed with employment and character references requested before employment is offered.

For further information on the role, please speak with Luke Scott (Head of Operations):

Email: [luke.scott@northamptonshirefa.com](mailto:luke.scott@northamptonshirefa.com)

Phone: 01604 670741

### How to apply

To apply for this position, please complete & return the [online application form](#)

**Closing date:** 09:00am on Monday 22<sup>nd</sup> August 2022 - *Applications received after this time will only be considered in exceptional circumstances.*

**Interviews:** Thursday 25<sup>th</sup> August 2022



## Equality & Diversity

As an equal opportunity's employer, Northamptonshire FA value diversity and welcome applicants from all backgrounds. To ensure our recruitment processes are non-discriminatory and that we maintain a diverse workforce profile, we ask applicants to complete a [Diversity Monitoring Form](#) to enable us to collate anonymised data, which helps us to monitor the diversity profile of all our job applicants.

---

If you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would be interested in your application.



# NORTHANTS FOOTBALL

## Job Description and Person Specification

<b>Job title</b>	Referee Development Officer
<b>Reports to</b>	Football Development Lead

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To support delivery of The FA Grassroots Football Strategy, FA Referee Strategy and the Northamptonshire FA Business Strategy.</li> <li>To recruit, convert, retain, develop and progress referees to service the game.</li> <li>To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> <li>To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li> </ul>	

<b>Location</b>	9 Duncan Close, Red House Square, Moulton Park, NN3 6WL
<b>Working hours</b>	35 hours
<b>Contract type</b>	Permanent

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>Identify areas of need for referees across all formats of the game within the locality served by the County FA and implement recruitment strategies accordingly.</li> <li>Implement strategies for new referees, to convert them from trainee referees to active referees.</li> <li>Support referees within the grassroots game to retain them within refereeing season-on-season.</li> <li>Actively promote and support referees to progress through the refereeing pyramid by ensuring the effective promotion and delivery of the Referee Progression Pathway.</li> <li>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.</li> <li>Liaise with local leagues to ensure the appointment of appropriately-registered referees.</li> <li>Identify referees with the potential and opportunity to develop within the Northants FA CORE/Referee Academy and The FA CORE programme.</li> <li>Assist in the development of the referee developer workforce: observers, match day coaches, tutors, mentors, and other volunteers involved in supporting referees ensuring that all safeguarding criteria are met.</li> <li>Support referee registration ensuring all safeguarding criteria are met.</li> <li>Support referees in submitting discipline reports, including reporting discrimination, as well as actively supporting referees following challenging situations.</li> <li>Collaborate with the Designated Safeguarding Officer in all matters involving under-18 referees and adults at risk within refereeing.</li> <li>Provide guidance to under-18 referees to support them on matchdays.</li> <li>Ensure that a parental link is added to all CRM records in The FA's Whole Game System for all under-18 referees.</li> <li>Risk assess all Northants FA Referee Department events and activity for under-18 referees and where the Northants FA directly deploys under-18 referees and volunteers to ensure that appropriate safeguards are in place.</li> </ul>	



# NORTHANTS FOOTBALL

- Ensure mentors working with under-18 referees are appropriately qualified and trained and are aware they are in a relationship of trust and the expectations of them in this regard.
- Regularly meet with the Designated Safeguarding Officer and Disciplinary Department in all matters where it is apparent that there has been abusive behaviour involving under-18 players and/or where the referee is under-18 or identifies as an adult at risk.
- Listen to and consult with under-18 referees on their experiences as part of the Northants FA youth engagement strategy.
- Utilise the feedback from under -18s and adults at risk to enhance the refereeing experience and fun and safety in grassroots football.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, MOAS, Matchday app and Full-Time).
- Implement strategies to increase the number of active BAME referees and provide support and guidance to the Northants FA Inclusion Advisory Group.
- Implement strategies to increase the number of active female referees.
- Provide secretarial support to the Northants FA Referees' Committee.
- Work collaboratively with The FA Referees' Department on local and national initiatives.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Northants FA and grassroots football.
- Execute tasks as required to meet Northants FA's changing priorities.

## Person specification

### Qualifications

#### Essential

- A degree level qualification or equivalent experience.
- A current registered referee.

#### Desirable

- Two years' sports development experience

### Skills

#### Essential

- 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 creative problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills.
- Report-writing skills.

#### Desirable

- Individual and group coaching and training skills
- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of referees
- Capability to create multiple reports, budgets and plans



# NORTHANTS FOOTBALL

<ul style="list-style-type: none"> <li>Ability to use data to monitor and evaluate programmes.</li> <li>Influencing skills to champion change.</li> </ul>	
<b>Knowledge and experience</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>Experience of refereeing and/or referee development.</li> <li>Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</li> <li>Knowledge of the laws of the game.</li> <li>Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>Knowledge of The FA's Grassroots Football Strategy,</li> <li>Experience of project management,</li> <li>Experience of utilising mapping programmes to support strategic and logistical planning,</li> <li>Knowledge and understanding of working with volunteers.</li> <li>A current FA Referee Tutor.</li> <li>A current FA Referee Developer.</li> </ul>
<b>Enhanced DBS Check required?</b>	Yes
<b>Clean, full driving licence?</b>	Yes

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

<b>Job description reviewed and modified by:</b>	Luke Scott
<b>Date job description reviewed and modified:</b>	28/07/2022



# NORTHANTS FOOTBALL

<b>Job description authorised by:</b>	Christian Smith - Chief Executive Officer
<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	

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



# NORTHANTS FOOTBALL



**JOIN THE TEAM**  
**RECRUITMENT PACK**  
Referee Development Officer