

# Referee Development Officer Vacancy



A THRIVING LOCAL GAME

SUFFOLK COUNTY  
FOOTBALL ASSOCIATION

**Job Title:** Referee Development Officer

**Location:** Bill Steward House, The Buntings, Stowmarket, IP14 5GZ

**Salary:** £25,000 per annum

**Hours per week:** 37 hours per week

**Closing Date:** 09:00 on Monday 11<sup>th</sup> March 2024

**Vacancy Type:** Full time, permanent

## The Organisation

The Suffolk FA 2021-24 strategy released on 1<sup>st</sup> July 2021, outlines our ambition and intentions to revive the local game and continue striving towards A Thriving Local Game by making progress on our four strategic objectives:

- Support and develop the local football community
- Provide a safe, inclusive and respectful experience across all football environments
- Use the power and value of football to contribute to a better Suffolk society
- Strengthen the organisation to maximise continued investment into the local game

The successful candidate will be instrumental in helping the County FA deliver this.

You can find out more about Suffolk FA and the work we do at [www.suffolkfa.com](http://www.suffolkfa.com).

## Safeguarding

Suffolk FA is committed to safeguarding children 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 this post, as all cases are judged individually according to the nature of the role and the information provided.

## The Role

Suffolk FA are looking to recruit an inspiring and passionate individual as our Referee Development Officer. The successful candidate will be responsible for the development of the referee workforce across the County, leading on the recruitment, conversion, retention and progression of referee's within the game.

Please see the job description and person specification for a full outline of the role and desired skills, knowledge and qualities.

## Key Accountabilities

- To support delivery of The FA Grassroots Football Strategy, FA Referee Strategy and the Suffolk Football Association Business Strategy.
- To recruit, convert, retain, develop and progress referees to service the game.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.
- 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.



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## What we can offer

- A great environment to make a difference to local football with the governing body of the grassroots game here in the heart of the County.
- A varied and exciting working life.
- Access to high-quality training, networking and personal development opportunities.
- Opportunities to progress your career across the network and wider sector.
- An Employee Assistance Programme.
- A competitive workplace pension scheme.
- Other benefits.

## Equality and Diversity

Suffolk FA promotes inclusion and diversity and welcomes applications from everyone. If you have any requirements in relation to the recruitment or interview process, please include details on the application form.

## The application and selection process

- Complete the Application Form and Equality and Diversity Monitoring Form and return marked 'Private & Confidential – Referee Development Officer' to Richard Neal at [richard.neal@suffolkfa.com](mailto:richard.neal@suffolkfa.com) by 09:00 on Monday 11<sup>th</sup> March 2024. Applications received after deadline will only be considered in exceptional circumstances e.g. proof of posting indicates undue delay through no fault of the applicant.
- Receipt of applications will not be acknowledged.
- Shortlisted applicants will be contacted on Monday 11<sup>th</sup> March 2024.
- Face-to-face interviews will be held on Wednesday 13<sup>th</sup> March 2024 at Suffolk FA HQ in Stowmarket.
- If required, second interviews may be held.

## Contact

For an informal discussion about the role, please contact Richard Neal on 07903 842747.