



**ENGLAND  
FOOTBALL**

## Job Description and Person Specification

<b>Job title</b>	Referee Development Officer
<b>Reports to</b>	Chief Executive Officer

<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 Suffolk Football Association 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>Direct reports</b>	Referee Appointments Officer

<b>Location</b>	Based at the Suffolk Football Association offices in Stowmarket, but with remote working possible.
<b>Working hours</b>	37 hours per week. Some evening and weekend work will be expected.
<b>Contract type</b>	Permanent

<b>Responsibilities</b>
<b>Referee Development</b> <ul style="list-style-type: none"><li>Lead the strategic delivery of an annual suite of referee courses based on data and identified need.</li><li>Develop and implement strategies for new referees to be converted from trainee referees to qualified referees through active and quality mentoring provision.</li><li>Develop a process by which referees from across the whole county with the potential and ambition to progress through the refereeing pyramid are identified and invited to join the Suffolk Football Association Referee Academy, Suffolk Football Association CORE programme, Promotion Scheme, and/or The FA CORE programme.</li><li>Lead the continual development of the Suffolk FA Referee Appointments Service, working with Suffolk leagues to monitor and improve referee coverage and average referee performance, and ensure financial expectations are met.</li><li>Maximise the impact of the Youth Referee Academy including management of associated volunteers and staff members.</li><li>Lead the annual process of referee registration ensuring all safeguarding criteria are met.</li><li>Assist in the development of the referee developer workforce: observers, tutors, mentors, coaches and other volunteers involved in supporting referees ensuring that all safeguarding criteria are met.</li><li>Support referees within the grassroots game to retain them within refereeing season-on-season, identifying those at risk of withdrawing from the game and implementing appropriate interventions to improve retention.</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></ul>



**ENGLAND  
FOOTBALL**

**Safeguarding**

- Risk assess all Suffolk Football Association events and activity for under-18 referees and where the Suffolk Football Association directly deploys under-18 referees and volunteers to ensure that appropriate safeguards are in place.
- 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.
- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the Suffolk Football Association Youth Engagement Strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Use the safer recruitment policy to ensure that staff and volunteers deployed by the Suffolk Football Association are suitable for their roles and uphold the values and behaviours of the Suffolk Football Association and it is applied to new appointments.

**General**

- Establish constructive working relationships with key stakeholders and develop regular contact to promote collaboration and sharing of good practice.
- 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).
- Embed research, insight and effective measurement into planning, decision-making and delivery to ensure accurate data collection across programmes that address priority areas and meet the needs of participants.
- Use national and local data, research and customer insight to increase participation in grassroots football.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Suffolk Football Association and grassroots football.
- Support the planning implementation/piloting of new FA initiatives.
- Execute tasks as required to meet the Suffolk Football Association changing priorities.

**Person specification**

**Qualifications**

**Essential**

- A current registered Referee or Referee Developer.
- A degree level qualification or equivalent experience.

**Desirable**

- Two years' sports development experience
- A current Level 4 or above Referee, or equivalent level Referee Developer

**Skills**

**Essential**

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Exceptional customer service.

**Desirable**

- Individual and group coaching and training skills.
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of referees.



**ENGLAND  
FOOTBALL**

- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.
- 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.
- Outstanding communication and presentation skills.
- Ability to use data to monitor and evaluate programmes.

- Capability to create multiple reports, budgets and plans.
- Budget management skills.
- Influencing skills to champion change.
- Excellent problem-solving and decision-making skills.
- Report-writing skills.

**Knowledge and experience**

**Essential**

- Experience of refereeing and/or referee development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of the laws of the game.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

**Desirable**

- A current FA Referee Developer/Matchday Coach / Observer.
- A current FA Referee Tutor.
- Knowledge of The FA’s Grassroots Football Strategy.
- Experience of utilising mapping programmes to support strategic and logistical planning,
- Knowledge and understanding of working with volunteers.

**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**

**Suffolk FA values**

Suffolk FA commit to:

- Always put the participant first to ensure our game is safe, inclusive and respectful for all
- Work collaboratively to strive for excellence
- Operate with integrity and transparency

**Job description reviewed and modified by:**

Richard Neal – Chief Executive Officer

**Date job description reviewed and modified:**

24/02/24

**Job description authorised by:**

Alan Dale – Trustee

**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.