



## **JOB DESCRIPTION**

<b>Job Title:</b>	Referee Development Officer
<b>Department:</b>	Football Development
<b>Reporting to:</b>	Senior Referee Manager
<b>Hours of work:</b>	37.5 hours per week. However, the nature of the post will require a high degree of flexibility involving evenings and weekends as dictated by operational requirements of the business.
<b>Role family:</b>	Officer
<b>Salary scale:</b>	£20 - £30k
<b>Duration:</b>	Permanent

### **PURPOSE OF THE ROLE:**

To develop and implement a strategy to recruit and retain match officials to meet the IFA's objective of 1,000 active referees by August 2027. This will include creating a team of referee trainers to reach all areas of Northern Ireland, working with the regional associations, and delivering training content and reporting to the Referees' Committee on progress against the key targets.

The role will also provide support to the Senior Referee Manager and WPRO in managing appointments and will have specific responsibility for managing an expanded appointment remit to support the development of the talents and mentors programme.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Implement and meet all relevant recruitment and retention targets included in the Association's Referee Strategy.
2. Design and implement a strategy for recruiting and retaining match officials that covers the whole of Northern Ireland
3. Develop and manage a team of referee trainers to support the delivery of the recruitment strategy.
4. Deliver relevant recruitment and training seminars.





5. Develop relationships with education providers (schools & universities) and deliver referee modules and courses to education partners.
6. Monitor progress against key targets and report on these monthly to the Senior Referee Manager.
7. Report progress against targets to the Referees' Committee
8. Support the Senior Referee Manager and WPRO with appointments
9. Manage the appointments to NIFL Premier Intermediate League and the NIFL Reserve, U18 and U16 leagues. Also, Irish FA Schools Competitions.
10. Liaise with the IFA Referee Department team and play an active part in the wider development of match officials
11. Liaise with the relevant IFA departments, regional associations and leagues to support the requirements of the role
12. Represent the IFA Refereeing Department, with emphasis on promoting the work of the match officials
13. Proactively participate in training and development opportunities, staff performance appraisals and reviews as required.
14. Comply with Data Protection Policy with regard to safeguarding sensitive customer information at all times.
15. Perform the job in accordance with the company's policies and procedures, especially the Equal Opportunities and Harassment Policy and Procedure.
16. Adhere to and actively support at all times all other company policies, procedures, processes and working practices, including adhering to best practice.
17. Perform any other duties as may reasonably be required from time-to-time.

**This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the business.**



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## PERSONNEL SPECIFICATION – REFEREE DEVELOPMENT OFFICER

Criteria	Essential:	Desirable:
<b>1. Education &amp; qualification</b>		1.1 A relevant qualification, for example in Sport, Business or Development.
<b>2. Experience</b>	<p>2.1 Possess at least 3 years' relevant work experience in the field of sport and ideally in working with match officials.</p> <p>2.2 Must have a minimum of 3 years football refereeing experience.</p> <p>2.3 Relevant experience in devising and delivering educational material.</p>	<p>2.4 Experience of developing football match officials.</p> <p>2.5 Experience of implementing methods of recruitment and retention</p> <p>2.6 Experience of leading, managing and developing people, ideally in a sporting environment.</p> <p>2.7 Experience of playing or officiating in Northern Ireland football.</p>
<b>3. Skills, knowledge &amp; competencies</b>	<p>3.1 Excellent knowledge of Northern Ireland football and the demands and challenges for match officials.</p> <p>3.2 Able to manage a group of wide-ranging skills, experience, and ambitions</p> <p>3.3 Able to work on own initiative, under pressure and meet tight deadlines.</p> <p>3.4 Excellent communication (both written and oral) and presentation skills.</p> <p>3.5 Excellent interpersonal skills with</p>	3.7 The ability to work independently and work to tight timescales.





	<p>proven ability to work effectively with a wide range of internal and external stakeholders.</p> <p>3.6 Excellent knowledge of working with Microsoft Excel, Word, and PowerPoint.</p>	
<p><b>4. Other requirements</b> <b>(4.2-4.3 are post job offer)</b></p>	<p>4.1 Proof of eligibility to work in the UK.</p> <p>4.2 Completion of a medical questionnaire demonstrating the ability to fulfil the Occupational Health requirements for the post and flag any reasonable adjustment required.</p> <p>4.3 Two satisfactory employment references, one of whom should ideally be the current/most recent employer.</p>	

### **ADDITIONAL INFORMATION**

**Closing date:** The closing date for the receipt of completed application is 10.00am on 17 June 2024. Applications received after the closing date and time will not be considered.

**Shortlisting:** Only those applications which clearly demonstrate the requirements set out in the personnel specification will be shortlisted. Please note that the Association reserves the right to implement all or some of the desirable criteria in addition to the essential criteria for shortlisting purposes.

**Offer of employment:** Please note any offer of employment is subject to the receipt of two satisfactory employment references, proof of eligibility to work in the UK and proof of any required qualifications.

**Reserve list:** A reserve list of suitable candidates may be maintained for the purpose of any similar vacancies (temporary or permanent) that may arise within twelve months of the completion of the recruitment exercise.





**The Irish Football Association is an equal opportunities employer and welcomes applications from all sections of the community. However, as women are currently under-represented in our workforce, we would particularly welcome applications from women. All appointments will be made on the basis of merit.**

**Approved: June 2024**



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