

Position Description: Referee Development Coordinator

Instructions for Managers
<ol style="list-style-type: none"> 1. Give a copy of Position Description to new employee. 2. Give copy of signed Position Description to employee. 3. Send signed original to Head Office to place on employee file.

Instructions for Employees
<ol style="list-style-type: none"> 1. Read the Position Description carefully. 2. Ask if you need any information clarified. 3. Keep a copy for you to use at work. 4. This may change with the needs of the Business. 5. Keep Manager informed of changes in the position

WORK LOCATION	POSITION DETAILS	UPDATED
Football House, Deakin	Full Time (38 hours/ week)	October 2024
POSITION OBJECTIVE		
<p>The Referee Development Coordinator focuses on enhancing the recruitment, development and retention of referees in the region. The role is responsible for the overall growth, and development, of refereeing within the ACT with particular emphasis on improving the existing structures and enhancing communication, whilst raising the standard of referee education and coaching within the region.</p>		
PRIME RESPONSIBILITIES		
<ul style="list-style-type: none"> • Ensure a positive and supportive environment for referees, providing essential support systems to help them smoothly transition from entry-level education courses to practical officiating. • Foster strong relationships with referees, their guardians, and stakeholders to promote the long-term engagement and development of referees. • Coordination of logistics for referee seminars, courses, workshops and events including tournament and matches. 		
REPORTS TO	DIRECT REPORTS	
Head of Referees	Nil	
 <pre> graph LR GM[General Manager] --- HR[Head of Referees] HR --- RDC[Referee Development Coordinator] </pre>		
ABOUT US		
<p>Capital Football is the governing body for Football, including futsal, in the ACT and surrounding regions and is a member of Football Australia. Capital Football operates within a flexible team-based environment. There is an emphasis on multi-skilling and mutual support to allow staff to effectively achieve operational objectives. Individual staff members are encouraged to set personal development goals and assume ownership of work outcomes. Managers are expected to work together to achieve common goals and deliver on Capital Football's Strategic Plan.</p>		
ORGANISATIONAL VALUES		
<p>Accountable Being transparent and taking ownership for behaviour, decisions, and actions.</p>	<p>Ethical Doing what's right, acting in the best interest of football, and displaying good sportsmanship.</p>	
<p>Inclusive Providing the environment and opportunity across all forms of football for everybody of any ability.</p>	<p>Respectful Building trust by listening, accepting others for who they are and when they have a different view, and behaving courteously.</p>	
<p>Responsive Acknowledging, acting, and responding in a timely and respectful manner.</p>	<p>Unified Alignment of purpose, philosophy, and pathways.</p>	

SKILLS AND PERSONAL ATTRIBUTES
<ul style="list-style-type: none"> • Well developed oral and written communication skills. • Good interpersonal skills and ability to work within a team environment. • Self-motivated with an ability to manage priorities within acceptable time frames and at times with limited guidance. • Organisational skills, time management skills and ability to work positively under pressure and with changing work priorities. • Show initiative in developing practical new ideas and approaches.
SELECTION CRITERIA
Essential
<ul style="list-style-type: none"> • Have the right to work in Australia. (<i>Evidence required</i>) • Hold, or ability to gain, an ACT Working with Vulnerable People Card. • Football Australia Senior Match Official qualification, or equivalent. • Knowledge and understanding of referee pathway and accreditation systems with Football Australia. • Understanding of the Laws of the Game and the role of the referee within the game. • Experience working with volunteers to successfully achieve goals. • Demonstrated administrative and organisational skills. • Ability to set priorities, plan events, meet deadlines and manage time effectively. • Demonstrate understanding in customer engagement and delivery. • Good interpersonal skills to effectively communicate effectively and develop and maintain partnerships, networks and client relationships. • Demonstrated computer skills in Microsoft products and use of databases and spreadsheets. • Ability to work flexible hours, including after hours and weekends.
Desirable
<ul style="list-style-type: none"> • Qualifications in sports management, education/training or similar. • Understanding of knowledge of Canberra's refereeing landscape and understanding of refereeing at a local, state, and national level. • Football Australia Emerging Official qualification or equivalent.
INDICATIVE DUTIES
<ul style="list-style-type: none"> • Manage the administration of the Refereeing department, including contractual deliverables (e.g. uniforms) and requirements on the day and in the lead up to match days, seminars and other events. • Lead the coaching and development of referees at a community level within the region through delivery of seminars, courses, workshops and events. • Distribute regular communication to referees, including but not limited to, course, development and coaching material. • Promote referee education and training programs and the coordination of recruitment and retention initiatives. • Manage and coordinate referee Mentor Coaches to achieve the desired development outcomes. • Manage operational aspects such as accreditations, passes, travel bookings for local and national pathway events where CF provide match officials. • Work closely with the Competition department to understand upcoming personnel requirements to ensure smooth planning and delivery of competitions and events. • Implement strategies to increase the number of female referees, establishing a clear pathway for progression. • Ensure all databases, compliance requirements and Capital Football processes/procedures are kept up to date with current practices and information. • Coordinate delivery of regular training and fitness testing regimes for Capital Football referees, including the maintenance of attendance and other records. • Contribute to and implement solutions that can be implemented within Capital Football to enhance the experience of the referees.

- Develop a team culture that embraces diverse backgrounds and provides for an inclusive environment that is welcoming for all team members within the ACT.
- Other duties as requested by the Head of Referees or General Manager.

APPROVAL

This position description has been reviewed and is considered to accurately reflect the requirements of the role and Capital Football.



Chief Executive Officer _____ Date 10 October 2024

I hereby understand the requirements of the position and will fulfil the responsibilities of this role and Capital Football.

Employee Name _____

Employee Signature _____

Date _____