

Task Description



Title: Referee Tournament Coordinator(s)

Role purpose: Assist the Events Tournament Team in coordinating all referee matters to ensure successful organisation of and running of all England Touch ran events (attendance not always required).

Experience: Experience of refereeing at England Touch events and understanding of the current tournament structure advantageous.

Qualifications: No referee qualification required.

Hours required: 2-3 per week off season, 5-6 per week during the season (excluding tournament days)

Key dates:

- Jan-March - Recruit for the summer season ahead
- April-Sept - Support the delivery of the season
- Sept-Jan - Review and work on improvements for the following year

Reports to: National Referee Manager and National Referee Manager Assistant

Locations: Work from home / tournament venues.

Contract type: Re-appointed yearly at the end of the domestic season by the National Referee Manager (assisted by the National Referee Manager Assistant).

Salary: Voluntary role, expenses paid if applicable. Part of the #OneEngland Rewards and Recognition scheme.

Management responsibilities: Referee Tournament Assistants (ad-hoc) in conjunction with National Referee Manager.

Skills and Qualities:

Person specification	E	D
Good level of numeracy, keyboard skills and computer literacy.	X	
Experience in Microsoft Word and Excel, and Google Docs, Sheets & Forms.	X	
Able to quickly learn new computer systems.		X
Work well under pressure and be highly organised.	X	
Very good oral and written communication skills.	X	
Good time management skills and the ability to work to tight deadlines whilst managing competing priorities.	X	
An approachable can-do attitude, including willingness to take up ad-hoc tasks/queries.	X	
Form relationships with people quickly and easily with the ability to engage your audience.	X	
Ability to negotiate and persuade, sometimes in a setting that is unresponsive or hostile.		X

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Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Support the Referee and Events Team in the recruitment of referees around all England Touch ran events.	Ensure England Touch ran tournaments are appropriately staffed and referee matters appropriately coordinated; Ensure that referees are contacted in advance of all events with information on how to register and collate expressions of interest for tournaments; Provide necessary information to referees in a timely fashion.
Support the Referee Team in coordinating referee coaching around referees around all England Touch ran events.	Ensure suitable coaching cover is provided across the tournaments; Ensure coaching provided is within the budget constraints; Prepare coaching appointments in collaboration with the wider team; Work with event staff, regional referee leads and the referee manager or assistants in advance of each tournament to ensure the amount and seniority of referees at a tournament is clear in order to aid planning and prepare contingencies for understaffed tournaments.
Manage and coordinate referee appointments at all England Touch ran events.	Ensure (draft) appointments are done (or appropriately delegate) in advance and communicated with the referees and events team; Perform (or delegate) ad-hoc changes during the event.
Support the Referee Tournament Team in coordinating referee logistics around referees around all England Touch ran events.	Organise and coordinate accommodation for multi-day events [pending agreement with budget holder(s) as this will involve advancing money] Liaise with Events for venue details, draw, team referees etc; Appoint a tournament referee manager; Assist in the processing of referee expenses.
Support the National Referee Managers and wider team	Attend and contribute to regular/ad hoc Referee Team meetings; Provide input on strategic matters; Support the National Referee Manager with other tasks as and when necessary.