

Task Description



Title: National Referee Manager Assistant

Role purpose:

The National Referee Manager Assistant is responsible for assisting the National Referee Manager in all tasks, and acting as Manager as and when required, along with recruitment, training, participation and retention of Regional Coordinators. This includes, but is not limited to:

- Work in partnership with other England Touch personnel to develop referees at all levels;
- Provide opportunities for England Touch referees and to nurture talent and improve standards of performance;
- Ensure England Touch regions have suitably qualified referees to officiate and coaches to upskill, to the required standard.

Qualifications: Level 2 referee (or higher) is desirable.

Hours required: 2-3 per week off season, 4-5 per week during the season (excluding tournament days)

Key dates:

- Jan-March - Recruit for the summer season ahead
- April-Sept - Deliver the season
- Sept-Jan - Review and work on improvements for the following year
- Sept-Mar - Work with regions to ensure regional series are staffed and referees upskilled

Reports to: National Referee Manager.

Locations: Work from home / tournament venues.

Contract type: One year term. Re-appointed yearly at the AGM.

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

Line management responsibilities: in conjunction with National Referee Manager

- Referee Tournament Coordinator & Assistant(s)
- Referee Regional Coordinators

Skills and Qualities:

Person specification	E	D
High level knowledge and experience of Touch refereeing.	X	
Financial Management Experience.		X
Experience in Microsoft Word and Excel, and Google Docs, Sheets & Forms.	X	
Good time management skills and the ability to work to tight deadlines whilst managing competing priorities.	X	
Experience in working with a team to achieve planned outcomes.	X	
Good communication skills.	X	
Good people management, forms relationships with people quickly and easily and ability to lead a team.	X	
International experience as a referee.		X

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Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Oversee the Referee Team in the absence of the National Referee Manager	Run regular meetings with the Referee Team members, ensure minutes are taken and prioritise and follow up on action points
Work with Coaching Courses and Training Manager	Ensure courses are planned with good geographic spread across the regions.
Maintain positive dialogue and open channels of communications with all relevant stakeholders	This includes, but is not limited to, ETA board, HP, medical, events, finance, governance, marketing, schools, universities, EFT and FIT.
Work with the wider organisation to further the strategic aims of the entire organisation	Contribute to discussions and meetings with the wider organisation.
Manage the stock of whistles and badges across England.	Ensure all referee course presenters have a sufficient number of whistles and referee badges.
Ensures good risk management practices are adopted within the England Touch Referee Team.	Ensure continuity of the team by ensuring things are up to date and a succession plan is thought through.
Work with England Touch Marketing team	Ensure that England Touch referees are informed of relevant news and information, through a high-quality newsletter, up to date website and other relevant social media engagement.
Appoint and oversee Referee Regional Coordinators in conjunction with National Referee Manager	Ensure a good geographic spread and buy-in from the regions prior to their appointments. Create task descriptions and set goals for regional coordinators.