

Task Description



Title: National Referee Manager

Role purpose:

The National Referee Manager is responsible and accountable for the recruitment, development, training, participation and retention of England-based referees. This includes, but is not limited to:

- Working in partnership with other ETA personnel to develop referees at all levels;
- Acting as a liaison between the European Referee Commission and the ETA;
- Appointing and chairing the ETA Referee Committee.

Qualifications: Level 3 Touch Europe referee (or higher).

Hours required: 5-10 hours per week, excluding tournament days.

Reports to: CEO – See Organisational Chart.

Locations: Work from home.

Contract type: Appointed by the Board for an eight-month contract (until the end of the 2018 domestic season) with the opportunity to extend for one-year until Autumn 2019.

Salary: Voluntary, with reasonable expenses paid.

Management responsibilities: The Referee Manager chairs the ETA Referee Committee and manages:

- Referee Tournament Coordinator
- Referee Courses Coordinator
- Referee Communications Coordinator
- Referee Pathway Coordinator

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.	X	
Highly organised.	X	
Strong management skills 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
Appoint and oversee Referee Courses Coordinator	Ensure courses are planned and advertised in timely manner and with good geographic spread. Ensure the courses P&L and data sheets are properly and regularly updated.
Appoint and oversee Referee Tournament Coordinator	Ensure ETA-run tournaments are appropriately staffed and referee matters appropriately coordinated.
Appoint and oversee Referee Communications Coordinator	Ensure that ETA 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 Pathway Coordinator	Ensure all targeted referees receive adequate support in their development through on-field and off-field coaching and mentoring.
Chair the ETA Referee Committee	Chair regular meetings with the ETARC members, ensuring minutes are taken. Prioritise and follow up on action points.
Lead selection of England-based referees whenever necessary.	Prepare and apply referee selection policies for all relevant events.
Coordinate referee coaching at all levels.	Ensure good geographical spread of referee coaching.
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, ERC, 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, attending the AGM and other ad-hoc meetings (e.g. ETA Strategy Weekend).
Maintain a database of England-based referees.	Ensure database is accurate and up-to-date. Ensure the storage of the database is compliant with relevant policies and regulation.
Maintain detailed financial accounts of referee related activities	Prepare an annual budget, review budget with Finance Director. Prepare annual financial statements, to be reviewed by the Finance Director.
Manage the stock of whistles and badges across England.	Ensure all referee course presenters have a sufficient number of whistles. Ensure all referee coaches have a sufficient number of referee badges.
Ensures good risk management practices are adopted within the ETARC.	Regularly review and update access rights to files and accounts.