

Task Description



Title: Referee Communications Coordinator

Job purpose:

- Manage and coordinate referee related communications
- Follow and contribute to referee related social media

Qualifications: Level 1 Touch Europe Referee (or higher).

Hours required: 3-4 per week

Key dates: N/A

Reports to: National Referee Manager – See Organisational Chart.

Locations: Work from home.

Contract type: Re-appointed yearly at the end of the domestic season by the National Referee Manager (assisted by the Head of Volunteers or a member of the Governance team).

Salary: Voluntary role, expenses paid if applicable.

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 and Forms.	X	
Experience with social media platforms and campaigns.	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, including ability to engage and adapt to different audiences.	X	
An approachable can-do attitude, including willingness to take up ad-hoc tasks/queries.	X	
Good people management, forms relationships quickly and easily.	X	
Good negotiation skills, including management of difficult relationships.		X

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Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Produce and distribute monthly referee newsletter	<ul style="list-style-type: none"> - Quality of content and frequency of newsletters - Liaise with other ETARC members for content
Monitor and contribute to the ETA Referees Facebook page and other social media channels	<ul style="list-style-type: none"> - Publicise referee newsletter, ETA tournaments and other messages from the ETARC or wider ETA across relevant social media channels. - Add any relevant content on reffing matters across relevant social media channels. - Manage Facebook group admin
Maintain referee pages on ETA website	<ul style="list-style-type: none"> - Keep existing pages current and informative - Create new content as needed
Manage the referee database (contact details and mailing groups)	<ul style="list-style-type: none"> - Ensure existing databases are accurate and add relevant information.
Prepare and present a yearly report of referee-related activities for inclusion in the ETA annual report.	Ensure clear and concise, with accurate data.
Support the National Referee Manager as part of the ETARC	<ul style="list-style-type: none"> - Attend and contribute to regular/ad hoc ETARC meetings - Provide input on strategic matters - Support the National Referee Manager with other tasks when necessary, e.g. for referee ranking and selection