

Task Description



Title: Referee Courses Coordinator

Job purpose:

- Coordinate all referee courses (L1, L2, L3, RRRC) throughout England
- Encourage and develop new referee course presenters

Experience: Understanding of the current course structure advantageous.

Qualifications: Level 1 Touch Europe Referee (or higher), ideally Level 1 referee course presenter (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	
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.	X	
Form relationships with people quickly and easily with the ability to engage your audience.	X	
Be available for queries.	X	
Have the 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
Identify interest for referee courses and encourage participation	<ul style="list-style-type: none"> - manage and monitor expression of interest forms - monitor RefCourses@englandtouch.org.uk - advertise courses through emails, newsletters and websites - follow up ad-hoc request - engage with leagues and clubs
Organise referee courses	<ul style="list-style-type: none"> - set date - assign presenter - ensure venue satisfies requirements - prepare and monitor course registration form
Perform post-course administration	<ul style="list-style-type: none"> - update databases with course information - prepare, send and follow up invoices
Encourage and develop new course presenters	<ul style="list-style-type: none"> - Work with ERC to have sufficient Referee Recruitment and Retention Courses in England - Encourage participation to the RRRRC - Support experienced presenters with helping developing presenters and encourage developing presenters to present courses alongside experienced presenters
Collaborate with European Referee Commission	<ul style="list-style-type: none"> - Ensure guidelines from the ERC are followed - Share course details with EFT/ERC for publication on appropriate website(s)
Collaborate with Coaching Courses Coordinator	<ul style="list-style-type: none"> - Ensure streamlining of course offering - Ensure streamlining of course registration and processing tools
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