

Task Description



Title: Referee Governance Coordinator

Job purpose: The Referee Governance Coordinator will be responsible for building out the ETARC governance structure and aligning to the ERC.

Experience: Experience of developing governance and policies.

Qualifications: Level 2 Touch Europe Referee (or higher).

Hours required: 2-3 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.

Management responsibilities: None.

Skills and Qualities:

Person specification	E	D
Good level of numeracy, keyboard skills and computer literacy.	X	
Experience in Microsoft Word, Excel and Google Docs, Forms and Sheets.		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	
Experience in working with young adults		X

Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Establish ETARC governance structure and align with ERC setup	<ul style="list-style-type: none">- Create a clear governance structure for ETARC.- Work with ERC governance coordinator to ensure alignment

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	<ul style="list-style-type: none"> - Ensure compliance to governance by ETARC committee and referees - Establish data protection policy for ETARC working in conjunction with ETA
Responsible for policy development	<ul style="list-style-type: none"> - Review existing policy documents and update as necessary - Work with ETA governance coordinator to ensure alignment - develop disciplinary policy
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