

# Task Description



## Title: Referee Pathway Coordinator

**Job purpose:** The Referee Pathway Coordinator provides tailored support for the development of all England-based referees.

*In the first year of the role, the Pathway Coordinator will focus on L3-L5 referees preparing for the 2018 ETC and 2019 TWC, and U20 referees. It is anticipated that going forward, the pathway coordinator will also implement policies and provide adequate support (potentially assisted with pathway assistants) to all referees, irrespective of badge level and age category.*

**Experience:** Experience of refereeing and coaching at international events.

**Qualifications:** Level 4 Touch Europe Referee (or higher), Level 1 Touch Europe Referee Coach who has successfully completed the L2 coaching workbook (or higher).

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

**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
Enhanced DBS checked	X	

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## Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
<p>Provide tailored support for the development of L3, L4 and L5 referees.</p>	<ul style="list-style-type: none"> <li>- Coordinate referees at HP training camps, including Welbeck, in collaboration with ETA HP.</li> <li>- Coordinate L2+ coaching at ETA events, in collaboration with the tournament coordinator.</li> <li>- Provide input to the appointments of L3+ referees at ETA events, in collaboration with tournament coordinator.</li> <li>- Provide mentoring, or coordination thereof, for L3+ referees.</li> <li>- Coordinate logistics for England-based referees attending international events.</li> </ul>
<p>Provide tailored support for the development of U20 referees.</p> <p><i>Note: The ETA will only allow the Referee Pathway Coordinator to personally support U18 referees if he/she has an enhanced DBS check in place.</i></p>	<ul style="list-style-type: none"> <li>- Assign mentors to all U20 referees requesting mentorship;</li> <li>- Provide guidance to and follows up with mentors;</li> <li>- Coordinate between referees, mentors, JTC Trust and Junior Academy;</li> <li>- Coordinate referees at Junior HP training camps;</li> <li>- Facilitate recruitment of U20 referees.</li> </ul>
<p>Support the National Referee Manager as part of the ETARC</p>	<ul style="list-style-type: none"> <li>- Attend and contribute to regular/ad hoc ETARC meetings</li> <li>- Provide input on strategic matters</li> <li>- Support the National Referee Manager with other tasks when necessary, e.g. for referee ranking and selection</li> </ul>