

# Task Description



## Title: Regional Referee Coordinator

**Role purpose:** Assist your region in coordinating all referee matters for regional events/leagues and support all England Touch ran events (attendance not always required) where possible.

**Experience:** Experience of refereeing at Touch events and understanding of the current tournament structure advantageous.

**Qualifications:** No referee qualification required.

**Hours required:** 2-3 per week off (excluding tournament days)

**Reports to:** National Referee Manager and National Referee Manager Assistant. Works closely and in conjunction with regional leads and coaches.

**Locations:** Work from home / tournament venues.

**Contract type:** Re-appointed yearly at the end of the domestic season by the National Referee Manager (assisted by the National Referee Manager Assistant).

**Salary:** Voluntary role, expenses paid if applicable. Part of the #OneEngland Rewards and Recognition scheme.

**Management responsibilities:** None.

## Skills and Qualities:

<b>Person specification</b>	<b>E</b>	<b>D</b>
Good level of numeracy, keyboard skills and computer literacy.	X	
Experience in Microsoft Word and Excel, and Google Docs, Sheets & 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, 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	
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
Support the region in the <b>recruitment and retainment of referees</b> around all Touch activities and events.	Ensure Touch tournaments are appropriately staffed and referee matters appropriately coordinated; Work to create a welcoming environment within the regional referee community; Provide necessary information to referees in a timely fashion.
Support the region in <b>coordinating referee coaching and upskilling</b> around all Touch activities and events.	Ensure suitable coaching cover is provided across the tournaments; Ensure coaching provided is within the budget constraints; Prepare coaching appointments in collaboration with pathway coordinator.
<b>Assist the coordination of referee appointments</b> at all regional Touch activities and events.	Ensure appointments are done in advance and communicated with the referees; Perform (or delegate) ad-hoc changes during the activity and/or event.
Support the region in <b>coordinating referee logistics</b> at all regional Touch activities and events.	Organise and coordinate accommodation for multi-day events [pending agreement with regional budget holder(s) as this will involve advancing money] Liaise with regional leads for venue details, draw, team referees etc.
Support the National Referee Managers	Contribute as and when requested to regular/ad hoc meetings; Support the National Referee Manager with other tasks as and when necessary.