



Capital Football – Job Description

(Position No 16)

Title: Referee Development Manager

Hours per week: Full Time

Salary: Approx. \$62K plus superannuation

Responsible to: CEO through the Game Development Manager and to the FFA National Director of Referees



Preamble:

The ACT Football Federation (trading as Capital Football) is the peak body responsible for the overall development, organisation and promotion of football through 43 clubs in the ACT and region. Capital Football manages more than 17,000 players in junior, men's and women's leagues as well as Futsal, plus coaches and 500+ referees. A range of elite and development programs are also undertaken at school and community levels.

Capital Football is a Member Federation of Football Federation Australia and as such is affiliated with FIFA, the world governing body for football.



The Position:

Direct and manage the day to day operations of Referee provision and development under the auspice of Capital Football. Specifically be responsible for;

- Administration of referee services to Capital Football competitions;
- Technical direction for the coaching, education and assessment of Capital Football referees in conjunction with the State Coach Referees;
- The recruitment, retention and recognition of referees throughout the ACT and region;
- Other tasks associated with the implementation of the FFA Refereeing Strategic Plan; and
- Being the primary point of contact for referees and refereeing within Capital Football.

Duties & Responsibilities:

Administration

- Manage and oversee the appointment of match officials to all competitions and events including Futsal coordinated by Capital Football;
- Ensure the efficient management of financial systems associated with payments to match officials and invoicing of clubs for referee charges;
- Be responsible for the effective management of record keeping systems, database and distribution lists (electronic and manual) relevant to referee administration, discipline, development, assessment and training.
- Be responsible for the purchase, safe storage, and sales of referees' uniforms and other equipment deemed to be required;
- Be responsible for the effective management of the referee's budget.
- Oversee the accurate and timely information transfer to the Competition Manager of all required reports and data;

- Provide referees and clubs with support, including liaison and education on matters pertaining to the Laws of the Game and updating the Refereeing section of the Capital Football website
- Provide executive support to the Referees Technical Committee (RTC).

Technical

- In conjunction with the RTC develop and implement a Referees Development and Operational plan in accordance with the FFA refereeing strategic plan;
- On advice from the RTC ensure that the development and upgrading of recommended ACT referees, instructors and assessors is undertaken within the FFA - Australian Officiating Development Schedules.
- On advice from the RTC coordinate FFA referee training and education courses, including liaison with presenters, assessors and training instructors;
- Work with the RTC in implementing the National Referee Technical Committee's program;
- In conjunction with the State Coach Referees establish a relevant referee coaching structure within the ACT;
- In conjunction with the State Coach develop, coordinate and manage training and fitness testing regimes for ACT referees including the maintenance of attendance and other records;
- In consultation with the RTC, notify recommended officials for the A- League and other select panels produced by the FFA, and any other tournaments or competitions where the ACT is designated to appoint match officials, and oversee the consolidation and adaptation of the Capital Football Referees' internal panels;
- Present introductory level referee courses;
- Undertake senior referee assessments; and
- Promote and present information sessions on the LOTG for clubs.

Selection Criteria:

Qualifications

- Minimum Senior Referee Level 2T – essential (but capable of upgrading from Level 3 within a year)
- Experienced Level 3 assessor - essential
- Level 3 instructor or equivalent instructional qualifications - desirable
- Level 3 Futsal referee - desirable (or ability to gain accreditation within a year)
- Tertiary qualifications in sports management, sports science, human movement, or related field would be advantageous;

Experience

- Demonstrated experience:
 - Conducting referee education and development programs;
 - Managing and working with volunteers in sport;
 - Delivering high level customer service to a diverse range of customers.
- Leadership in staff development and training;
- Proven ability to manage budgets and work within financial protocols established within Capital Football.

Knowledge and skills

- Ability to lead multi-dimensional teams to achieve operational outcomes;
- High-level interpersonal and communication skills;
- Proven ability to liaise with and foster close cooperation with a diverse group of people and organizations;
- Demonstrated ability to think at strategic and operational level;
- Proven ability to work accurately and meet deadlines.

Personal qualities

- Demonstrated commitment to teamwork as the core platform of operation;
- Proven experience and skill in organizing complex and high-level workloads;
- Highly developed leadership and management skills preferably in refereeing;
- Proven ability to contribute to a creative and innovative culture within the football community;
- Proven ability to adopt a flexible approach to delivery of outcomes;
- Sound computer skills and practical use of Microsoft Office.