

POSITION DESCRIPTION

TITLE: Football Queensland South West Referee Development Officer

DEPARTMENT: Referees

LOCATION: Toowoomba

REPORTS TO: Football Queensland South West Zone (FQSW)

STATUS: Permanent Part Time (30 Hours Per Week)

START DATE: February 4 2019

END DATE: N/A
(if applicable)

DIMENSIONS

• Number of direct reports	Nil
• Number of indirect reports	Nil
• Budget responsibility in \$.	Nil

Purpose of Role

This role works with the State Referee Coaches to deliver outcomes from the Football Queensland Refereeing Strategic Plan and associated operational plans.

It is responsible for the overall growth and development of refereeing within Football Queensland South West, with particular emphasis on improving the structures and enhancing communication, together with raising the standard of referee education and coaching within the zone.

The role will also be responsible for the appointment of referees to all junior and senior matches in the Toowoomba Football Leagues.

Key Areas of Responsibility

- Project & Program Planning and Delivery
 - Appointing match officials for all matches in the Toowoomba Football Leagues
 - Provide support to referees in regional areas throughout the FQSW Zone
 - Manage and Coordinate referee mentors to achieve development outcomes
 - In conjunction with the State Referees Coaches
 - Manage the delivery of FFA accreditation courses
 - Ensure the coordination of Match Official Accreditations using the National Accreditation Management System
 - Mentor FFA Accredited Course Instructors

- Promote referee education and training programs and coordination of recruitment and retention initiatives
- Coordinate and deliver the Zone Club Referee Program
- Promote FFA, Football Queensland and Zone referee recognition and respect programs
- Coordinate Football Queensland Match Official Seminars
- Coordinate Football Queensland Referee Development programs
- Deliver the Football Queensland Referee Academy
- Communication (internal)
 - Provide advice and material on refereeing matters to the FQSW Executive
 - Provide regular reports to the Football Queensland Referees Department
- Communication (external)
 - In conjunction with the Football Queensland Referees Department
 - Distribute regular communication to referees, including course, development and coaching material
 - Provide regular and ongoing refereeing content for the (and other) websites
 - Provide support to Zone referees and refereeing groups, including matters relating to the Laws of the Game
- Leadership
 - In conjunction with the State Referees Development Officer,
 - Coordinate the refereeing pathway within the Zone
 - Provide coaching, assessment and advice for all Zone Coaches

Key Outcomes

- Growth in the recruitment and retention of Match Officials and Club Referees within FQSW
- Consistent and widespread delivery of accredited courses, workshops and seminars across the FQSW aimed at improving the education of match officials
- Effective and consistent coaching of match officials within the FQSW zone with the aim of improving the quality of match officiating (as measured by annual research program and referee retention statistics)
- Identification and development of a larger number of talented match officials who progress to the Queensland Talent Identification Pool
- More effective communication throughout all levels of refereeing within FQSW and greater efficiencies in the way in which it is administered and supported
- Regular and comprehensive reporting to FQSW when requested

- Regular and comprehensive reporting to the Football Queensland Referee Department and others when requested

Knowledge, skills and behavior required

- Current FFA Level 3 Instructor and Assessor or equivalent or be prepared to undertake training to gain
- Current FFA Level 3 Futsal Referee or equivalent or be prepared to undertake training to gain
- Current Referee Level 2 (Theory) or equivalent or be prepared to undertake training to gain
- Experience in the coaching of referees
- Demonstrated ability to be able to prioritise work and manage a number of tasks simultaneously
- Previous experience in administration role
- Excellent written and verbal communication skills
- Demonstrated communication skills and personal presentation
- Demonstrated skills in word, excel and outlook computer systems
- Dedicated and mature approach to customer service
- Highly organised with a strong attention to detail
- Attention to Detail and Accuracy

Major interactions

- FQSW Zone Administrators
- TFL Administrators
- FQSW Zone Referee Mentors
- FQSW Zone Referees
- FQ General Manager - Referees
- State Referee Coaches

Unique Criteria (eg unique work hours, significant travel, significant periods of work remote from office)

- A current driver's license and own reliable transport will be required
- After hours/weekends will be required