

Task Description



Title: National Referee Manager

Role purpose:

The National Referee Manager is responsible and accountable for the recruitment, development, training, participation and retention of England-based referees. This includes, but is not limited to:

- Work in partnership with other England Touch personnel to develop referees at all levels;
- Provide opportunities for England Touch referees and to nurture talent and improve standards of performance;
- Ensure England Touch ran events have suitably qualified referees to officiate and coaches to upskill, to the required standard, making effective use of referees by directing referees to suitable events;
- In conjunction with the events team, prioritise attendance by referees and referee coaches across the England Touch calendar to ensure suitable standards of refereeing at all tournaments.

Qualifications: Level 2 referee (or higher) is desirable.

Hours required: 2-3 per week off season, 5-10 per week during the season (excluding tournament days)

Key dates:

- Jan-March - Recruit for the summer season ahead
- April-Sept - Deliver the season
- Sept-Jan - Review and work on improvements for the following year

Reports to: COO, mentored by NED – See Organisational Chart.

Locations: Work from home / tournament venues.

Contract type: One year term. Re-appointed yearly.

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

Line management responsibilities:

- National Referee Assistant Manager
- Referee Tournament Coordinator & Assistant(s)
- Referee Regional Coordinators [*in conjunction with National Referee Assistant Manager*]
- International Referee Liaison [*Matrix management in conjunction with COO*]

Skills and Qualities:

Person specification	E	D
High level knowledge and experience of Touch refereeing	X	
Financial Management Experience		X
Experience in Microsoft Word and Excel, and Google Docs, Sheets & Forms	X	
Good time management skills and the ability to work to tight deadlines whilst managing competing priorities	X	
Experience in working with a team to achieve planned outcomes	X	
Good communication skills and able to delegate appropriately	X	

Task Description



Good people management, forms relationships with people quickly and easily and ability to lead a team

X

Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
<p>Appoint and oversee National Referee Assistant, Referee Tournament Coordinator(s) and assistant(s) with assistance from relevant parties, as required</p>	<p>Ensure England Touch ran events have suitably qualified referees to officiate and coaches to upskill, to the required standard, making effective use of referees directing referees to suitable events;</p> <p>In conjunction with the events team, prioritise attendance by referees and referee coaches across the England Touch calendar to ensure suitable standards of refereeing at all tournaments;</p> <p>Ensure England Touch ran tournaments have all referee matters appropriately coordinated;</p> <p>Delegate the listed responsibilities to relevant personnel as required.</p>
<p>Oversee the Referee Team, both nationally and regionally, alongside the National Assistant Referee Manager</p>	<p>Run regular meetings with the Referee Team members, ensure minutes are taken and prioritise and follow up on action points;</p> <p>Telephone conferences/webinars with the regional referee coordinators (and other relevant/interested parties who wish to join) on a 1-2 monthly forum, with themes and dates advertised via England Touch website and social media.</p>
<p>Work with Coaching Courses and Training Manager</p>	<p>Ensure courses are planned and advertised in timely manner and with good geographic spread;</p> <p>Confirm the courses P&L and data sheets are properly and regularly updated.</p>
<p>Maintain positive dialogue and open channels of communications with all relevant stakeholders</p>	<p>This includes, but is not limited to, England Touch board, High Performance team, medical, events, finance, governance, marketing, schools, universities and FIT;</p> <p>Work collaboratively with Events Manager and team, with clear and open lines of communication, to ensure association goals are attained.</p>
<p>Work with the wider organisation to further the strategic aims of the entire organisation</p>	<p>Contribute to discussions and meetings with the wider organisation;</p> <p>Attend the AGM and other ad-hoc meetings.</p>

Task Description



Maintain a database of England Touch referees.	<p>Work with Coaching Courses and Training Manager to ensure database is accurate and up-to-date;</p> <p>Ensure the storage of the database is compliant with relevant policies and regulations.</p>
<p>Maintain detailed financial accounts of referee related activities.</p> <p><i>With assistance from the finance director, or relevant England Touch Board member, from the outset.</i></p>	<p>Prepare an annual budget, keep shared live platform of P&L up to date, prepare annual financial statements and regularly review budget with Finance Director or relevant England Touch board member as and when required.</p>
<p>Oversee the stock of whistles and badges across England (in conjunction with courses manager)</p>	<p>Ensure all referee course presenters have a sufficient number of whistles and referee badges;</p> <p>Keep updated records of regional stock via live sheets, with regular stock takes, in conjunction with regional coordinators.</p>
<p>Ensures good risk management practices are adopted within the England Touch Referee Team.</p>	<p>Regularly review and update access rights to files and accounts;</p> <p>Ensure continuity of the team by ensuring things are up to date and a succession plan is in place.</p>
<p>Work with England Touch Marketing team</p>	<p>Ensure that England Touch referees are informed of relevant news and information, through a high-quality newsletter, up to date website and other relevant social media engagement.</p>
<p>Appoint and oversee Referee Regional Coordinators in conjunction with National Referee Assistant Manager</p>	<p>Ensure a good geographic spread and buy-in from the regional leads/management prior to their appointments;</p> <p>Set, agree and track goals for regional coordinators.</p>