



POSITION DESCRIPTION

TITLE: High Performance Referee Coach and Mentor
DEPARTMENT: Referee
LOCATION: Meakin Park, Slacks Creek
REPORTS TO: State Referee Manager
STATUS: Part Time
LAST REVISED: November, 2019

DIMENSIONS

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

EMPLOYMENT CONDITIONS

• Package	• As negotiated from time to time
• Normal Business Of Work	• Monday to Friday, 9.00am – 5.00pm
• Unique Criteria	<ul style="list-style-type: none"> • Weekly hours will vary depending on season requirements • Significant after hours work • Significant intrastate and interstate travel • A current driver's licence and own reliable transport is essential

Purpose of Role (*Why does this role exist?*)

The role of High Performance Referee Coach and Mentor has been created to provide panelled referees and assistant referees officiating in the NPL, FQPL and NPLW competitions with expert coaching, advice and support.

Within the context of a professional refereeing framework, the primary purpose of this role is to improve the standard of refereeing in these premier league competitions.

Key Areas of Responsibility (*Over what areas does this role have responsibility and accountability?*)

- **Administration**
 - Overseeing the appointment of match officials to all state competitions in conjunction with the State Referee Manager
 - Promoting referee education and training programs and coordinating recruitment and retention initiatives
 - Promoting FFA and Football Queensland's Referee Recognition and Respect Programs
 - Promoting and assisting with the successful delivery of the Football Queensland State Referee's Conference
 - Promoting all Football Queensland Referee Development Programs
 - Reporting on the development of identified and elite referees
 - Providing referees and clubs with support, including liaison and education on matters pertaining to the Laws of the Game (LOTG), and updating the refereeing section of the Football Queensland website and published materials
 - Providing support to the Football Queensland Referee Department

- Providing advice and material on refereeing matters to the Football Queensland Executive, including the CEO
- Providing regular reports to the State Referees Department
- Distributing regular communication to referees, including course, development and coaching material
- Promoting and establishing the refereeing pathway within the state including the State and Zone Talent Identified Referees (Academy)
- Assist the State Referees Department to create and monitor a budget aligned to the refereeing operational plan and management of any refereeing specific funding provided to the Member Zones.

- **Technical**

- In conjunction with the State Referee Manager, developing and implementing a Referees Development and Operational Plan in accordance with FFA and Football Queensland Refereeing Strategic Plans
- On advice from the Football Queensland Referee Department ensuring that the development and upgrading of recommended referees, instructors and assessors is undertaken within the FFA – Australian Officiating Development Schedule
- On advice from the Football Queensland Referee Department, ensuring the coordination of FFA referee training and education courses via the State Referee Administrator, including liaison with presenters, assessors and training instructors
- Working with the Football Queensland Referee Department in implementing the National Referee Technical Committee's Program
- In conjunction with the Football Queensland Referee Department:
 - Establishing a relevant referee coaching structure within the state
 - Developing, coordinating and managing training and fitness testing regimes for Football Queensland's High Performance referees, including the maintenance of attendance and other records
 - Oversee the consolidation and adaption of Football Queensland's High Performance Panelled Referees
- Undertaking game day referee coaching
- Providing support to referees and refereeing groups, including matters relating to the LOTG
- Providing leadership, direction and advice for all Zone Refereeing Development Coordinators, in particular in the area of coaching and assessment

Key Performance Measures (*Quantifiable measures determining achievement of business and personal objectives?*)

- A performance and development agreement will outline your expected performance standards and business goals as well as skills improvement
- The agreement will ensure that the objectives for this role are regularly set and their achievement measured to assist you to effectively manage your activities, determine how successful you have been in delivering the particular benefits sought and gauge any further development or training required to develop your career

Knowledge, skills and behavior required (*What competencies does the position require?*)

Key Selection Criteria

- Current FFA Level 2 Instructor and Assessor
- Current Level 1 Referee (Theory)
- Current FFA Level 3 Futsal Referee or as a minimum, be prepared to undertake course with a positive outcome
- Experience in the coaching of referees
- Demonstrated experience:
 - Conducting referee education and development programs
 - Managing and working with volunteers
 - 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
- Technically competent in Microsoft Office Suite (Word, Excel and PowerPoint)
- Effective oral and written communication skills
- Ability to initiate and manage third party relations
- Demonstrated organisational and administrative skills with the ability to plan, coordinate and execute tasks and projects through to completion whilst meeting deadlines, balancing competing demands and having a specific attention to detail
- Ability to work with limited direction to initiate procedures, set priorities and manage tasks. Support as required, including coordinating calendars, diaries and travel as required
- Enthusiasm and a high level of self motivation and initiative, both independently and as a part of a team
- Consistently proactive, taking initiative whenever possible
- Ability to undertake domestic travel in delivery of essential job related activities
- Hold a valid Working with Children Check

Major Interactions (*Which MF departments, and/or external bodies will I interact with?*)

- State Referees Manager
- State Referee Development Officer
- Football Queensland Referee Department
- Zone Referee Development Coordinators
- Zone Referee Coaches
- High Performance Referees
- FFA Director of Referees and Referee Education Coordinator