



POSITION DESCRIPTION

TITLE: Referee Development Coordinator
DEPARTMENT: Game Development
LOCATION: Sunshine Coast
REPORTS TO: State Referee Manager / State Referee Development Officer
STATUS: Contracted – Part Time over 12 Months
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	• As negotiated from time to time
• Unique Criteria	<ul style="list-style-type: none"> • Weekly hours will vary depending on season requirements • Significant after hours and weekend work • Some interstate travel • A current driver's licence and own reliable transport is essential

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

The role of the Referee's Development Coordinator, Sunshine Coast has been created to assist the State Referee Development Officer, deliver outcomes from the Football Queensland Refereeing Strategic Plan and associated operational plans to the Sunshine Coast referee fraternity.

The successful applicant will be responsible for the overall growth and development of refereeing within the Sunshine Coast Football Zone, with particular emphasis on improving the existing structures and enhancing communication, together whilst raising the standard of referee education and coaching within Sunshine Coast Football.

This role will also be responsible for overseeing the appointments of referees for all junior and senior matches scheduled within the Sunshine Coast Football Zone. The successful applicant, may from time to time, be required to work in conjunction with other Zone and/or Football Queensland Referee Appointment Officers.

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

Project Program Planning and Delivery

- Managing Sunshine Coast Football Appointments Officer and Referee Coaches to ensure the co-ordination of all refereeing matters on the Sunshine Coast
- Provide support to referees throughout the Zone
- Manage and co-ordinate referee Mentor Coaches to achieve the desired development outcomes
 - In conjunction with the State Referees Administrator
 - Manager the delivery of all FFA accreditation courses

- Ensure the co-ordination of Match Official Accreditations using the Qualifications Management System (QMS)
- In conjunction with the State Referee Development Officer
 - Mentor FFA Accredited Course Instructors
 - Promote referee education and training programs and the coordination of recruitment and retention initiatives
 - Promote FFA and Football Queensland Referee Recognition and Respect programs
 - Coordinate Football Queensland Match Official Seminar's within in the Zone
 - Coordinate Football Queensland Referee Development programs within in the Zone
- **Communication (Internal)**
 - Provide advice and material on refereeing matters to the Zone, Executive/Board of Directors
 - Provide monthly reports to the State Referees Development Officer and Zone Executive/Board of Directors
- **Communication (External)**
 - In conjunction with the State Referee Development Officer
 - Distribute regular communication to referees, including but not limited to, course, development and coaching material
 - Provide regular and ongoing refereeing content for Sunshine Coast Football (and other) websites
 - Provide support to Sunshine Coast Football Referees and refereeing groups, including but not limited to, the Laws of the Game (LOTG)
- **Leadership**
 - In conjunction with the State Referees Development Officer
 - Coordinate the refereeing pathway on the Sunshine Coast
 - Provide coaching, assessment and advice for all Zone Coaches

Key Outcomes *(What will this role achieve? What are the measures of success?)*

- Growth in the recruitment and retention of Match Officials and Club Referees on the Sunshine Coast (KPI's to be established with successful applicant)
- Consistent and widespread deliver of accredited courses, workshops, and seminars aimed at improving the education of match officials (KPI's to be established with successful applicant)
- Effective and consistent coaching of match officials on the Sunshine Coast, with the aim of improving 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 Queensland Talent Identification Pool and State-wide Academy
- Significant improvement inn behaviour directed towards match officials from all members of the Sunshine Coast Football community
- More effective communication throughout all levels of refereeing within the Sunshine Coast and greater efficiencies in the way in which it is administered and supported
- Regular and comprehensive reporting to the State Referee Development Officer and as others as requested

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

Key Selection Criteria

- Must hold a valid FFA Level 3 Instructor and Assessor or equivalent or be prepared to undertake training to achieve successful outcome
- Current FFA Level 3 Futsal Referee or equivalent or be prepared to undertake training to achieve successful outcome

- General knowledge of the world game of football, with interest in the Laws of the Game and the role of the referee within the game
- Thorough understanding of football in Queensland, particularly with the Zones and the general grassroots football community
- Maturity and experience dealing with a wide cross-section of the community
- Demonstrated team management and leadership skills
- Experience in the coaching of referees
- Demonstrated ability to prioritise work and manage a number of tasks simultaneously
- Demonstrated experience at working both independently and in a team-orientated collaborative environment
- Demonstrated administrative and organisational skills
- Demonstrated oral and written communication skills and personal presentation
- Demonstrated excellent customer service skills
- Technically competent in Microsoft Office (Word, Excel and PowerPoint) with excellent data entry skills
- Ability to work unique hours inclusive of weekends and evening work as required
- 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)?*

- Football Queensland State Referee's Manager
- Football Queensland State Referee's Development Officer
- Football Queensland Referee Department
- Zone Executive / Board of Directors
- Zone Administrators
- Zone Referee Mentors and Assessors
- Zone Referees
- Clubs, Zone Appointment Officers, School Associations and other relevant stakeholders
- Other departments within Football Queensland