



POSITION DESCRIPTION

TITLE: Zone Referee Development Coordinator
Football Queensland – Wide Bay

DEPARTMENT: Referee

LOCATION: Wide Bay Region

REPORTS TO: Football Queensland – Wide Bay Zone Administrator, State Referee Manager and State Referee Development Officer

STATUS: Contract – 12 Months Part Time

LAST REVISED: December, 2019

DIMENSIONS

• Number of direct reports	Three (3) Referee Appointment Officers – Bundaberg, Maryborough and Hervey Bay
• Number of indirect reports	Zone Referees
• Budget responsibility in \$.	In Consultation with the Zone Administrator/Football Queensland Wide Bay Board

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 seasonal requirements • After hours/weekends may be required • Some intrastate travel • A current driver's licence and own reliable transport is essential

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

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

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

The role will also be responsible for overseeing three (3) Referee Appointment Officers located within the Wide Bay region, in Bundaberg, Maryborough and Hervey Bay. The successful applicant, may from time to time, be required to work in conjunction with other Zone and/or Football Queensland State Referee Administrator.

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

Project Program Planning and Delivery

- Managing Wide Bay Appointment Officers, and Referee Coaches, to ensure the coordination of all refereeing matters in the Wide Bay region run smoothly
- Provide support to referees throughout the Zone
- Manage and coordinate referee Mentor Coaches to achieve the desired development outcomes

- In conjunction with the State Referee Administrator
 - Manage the delivery of all FFA accreditation courses
 - Ensure the coordination 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 the Zone
 - Coordinate Football Queensland Referee Development Programs within the Zone

Communication (Internal)

- Provide advice and material, on refereeing matters through the Zone Administrator to the Football Queensland Wide Bay Board of Directors
- Provide monthly reports to the State Referee Development Officer, Zone Administrator and Football Queensland Wide Bay 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 Football Queensland Wide Bay and other websites and social media platforms
 - Provide support to Wide Bay Referees and refereeing groups, including but not limited to, the Laws of the Game (LOTG)

Leadership

- In conjunction with the State Referee Development Officer
 - Coordinate the refereeing pathway in the Wide Bay Zone
 - 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 in the Wide Bay (KPI's to be established with successful applicant)
- Consistent and widespread delivery 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 in the Wide Bay Zone, 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 in behaviour directed towards match officials from all members of the Wide Bay Football community
- More effective communication throughout all levels of refereeing within the Wide Bay Zone, and great 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?)*

- 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 Zone 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 regional travel in delivery of essential job-related activities
- Hold a valid Working with Children Check (Blue Card)

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

- Football Queensland State Referee Manager
- Football Queensland State Referee Development Officer
- Football Queensland Referee Department
- Zone Administrator
- Zone Executive / Board of Directors
- Zone Referee Appointment Officers (Bundaberg/Maryborough/Hervey Bay)
- Zone Referee Mentors and Assessors
- Zone Referees
- Clubs, Zone Appointment Officers, School Associations and other relevant stakeholders
- Other departments within Football Queensland