

# 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 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 required.

**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 3, David Christophi – See Organisational Chart.

**Locations:** Work from home / tournament venues.

**Contract type:** One year term. Re-appointed yearly at the AGM.

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

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## 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.</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; 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; Ensure England Touch ran tournaments have all referee matters appropriately coordinated; 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; 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; Confirm the courses P&amp;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, EFT and FIT; 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. Attend the AGM and other ad-hoc meetings.</p>
<p>Maintain a database of England Touch referees.</p>	<p>Work with Coaching Courses and Training Manager to ensure database is accurate and up-to-date; Ensure the storage of the database is compliant with relevant policies and regulations.</p>
<p>Maintain detailed financial accounts of referee related activities. <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&amp;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.</p>	<p>Ensure all referee course presenters have a sufficient number of whistles and referee badges.</p>

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	Keep updated records of regional stock via live sheets, with regular stock takes, in conjunction with regional coordinators.
Ensures good risk management practices are adopted within the England Touch Referee Team.	Regularly review and update access rights to files and accounts; Ensure continuity of the team by ensuring things are up to date and a succession plan is in place.
Work with England Touch Marketing team	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.
Appoint and oversee Referee Regional Coordinators in conjunction with National Referee Assistant Manager	Ensure a good geographic spread and buy-in from the regional leads/management prior to their appointments; Set, agree and track goals for regional coordinators.