

Task Description



Title: Regional Referee Coordinator

Role purpose: Assist your region in coordinating all referee matters for regional events/leagues and support all England Touch ran events (attendance not always required) where possible.

Experience: Experience of refereeing at Touch events and understanding of the current tournament structure advantageous.

Qualifications: No referee qualification required.

Hours required: 2-3 per week off (excluding tournament days)

Reports to: National Referee Manager and National Referee Manager Assistant. Works closely and in conjunction with regional leads and coaches.

Locations: Work from home / tournament venues.

Contract type: Re-appointed yearly at the end of the domestic season by the National Referee Manager (assisted by the National Referee Manager Assistant).

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

Management responsibilities: None.

Skills and Qualities:

Person specification	E	D
Good level of numeracy, keyboard skills and computer literacy.	X	
Experience in Microsoft Word and Excel, and Google Docs, Sheets & Forms.	X	
Able to quickly learn new computer systems.		X
Work well under pressure and be highly organised.	X	
Very good oral and written communication skills.	X	
Good time management skills and the ability to work to tight deadlines whilst managing competing priorities.	X	
An approachable can-do attitude, including willingness to take up ad-hoc tasks/queries.	X	
Form relationships with people quickly and easily with the ability to engage your audience.	X	
Ability to negotiate and persuade, sometimes in a setting that is unresponsive or hostile.		X

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Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Support the region in the recruitment and retainment of referees around all Touch activities and events.	Ensure Touch tournaments are appropriately staffed and referee matters appropriately coordinated; Work to create a welcoming environment within the regional referee community; Provide necessary information to referees in a timely fashion.
Support the region in coordinating referee coaching and upskilling around all Touch activities and events.	Ensure suitable coaching cover is provided across the tournaments; Ensure coaching provided is within the budget constraints; Prepare coaching appointments in collaboration with pathway coordinator.
Assist the coordination of referee appointments at all regional Touch activities and events.	Ensure appointments are done in advance and communicated with the referees; Perform (or delegate) ad-hoc changes during the activity and/or event.
Support the region in coordinating referee logistics at all regional Touch activities and events.	Organise and coordinate accommodation for multi-day events [pending agreement with regional budget holder(s) as this will involve advancing money] Liaise with regional leads for venue details, draw, team referees etc.
Support the National Referee Managers	Contribute as and when requested to regular/ad hoc meetings; Support the National Referee Manager with other tasks as and when necessary.