

WaiBOP Football

Position Description – Referee Development Manager

About the Company

There are seven (7) Football Federations across New Zealand who are tasked with delivering the '2016-2025 Football in New Zealand' strategic plan.

Waikato Bay of Plenty Football (WaiBOP Football) is the trading name for the 'No 3 District Federation of NZ Soccer Incorporated' and covers the wider Waikato and Bay of Plenty regions.

The Federation organises and coordinates several key elements of the game including; governance of football across the region, competitions, player and coach development, club support and data management, and referee development.

WaiBOP Football operates with 13 staff located at various locations across the region. The main office is based in Hamilton, but has a satellite office in Tauranga.

WaiBOP Football maintains a group of qualified and club based referees for the purposes of providing match officials to as many games as possible across the range of competition leagues offered.

Job Purpose

To assist with the day to day referee operations, recruit new referees, improve and maintain the quality service provision and raise the general positive awareness and value of match officials for the WaiBOP region.

Responsible to

The Referee Development Manager is responsible to the Chief Executive; however it is important that the Manager works in conjunction with the WaiBOP Referees Committee to ensure a positive relationship and support each other in operations.

Duties and Responsibilities

Referee Administration

- Monitor and support the Federation's Appointments Panel who manage and appoint referees to matches throughout the season (including NRLF coordination of local referees)
- Acting or supporting of the NRLF Appointments Panel as the WaiBOP representative.
- Handling incoming requests for refereeing appointments outside of the Federation competition structures.
- Be involved with the annual AIMS games and provide organisational support
- Develop and maintain an appropriate database of all WaiBOP Referees in Goal Net
- Handling Referee related enquiries and requests
- Collation of Referee match reports, match official assessments and other such reports and measurements and to provide advice on any competition

incidents to the Competitions Manager, Chief Executive and Referees Committee.

- Assist the Competitions Manager and/or CE with managing any other refereeing incidents or complaints
- Support, coordinate and communicate to the WaiBOP Referees Committee and to provide secretarial duties for the Committee
- Develop and maintain a budget and appropriate financial reports/accounts
- Develop and deliver an annual Referee Action Plan (RAP) including recruitment, development and management of referees.
- Organise, purchase, stock take, allocate and maintain any WaiBOP Referee equipment uniforms and assets.
- Reporting to the CEO and Referees Committee on monthly activities and results or on an 'as required' basis
- Other duties as required by the Chief executive from time to time.

Referee Development

- Plan and Implement a continuous improvement and development plan for the existing registered referees meeting the required targets
- Focus on the retention of existing referees, plan and deliver a good communications and rewards/recognition structure.
- Plan and Implement the Club Based referee programme meeting the required activation targets
- Identify and increase the number of refereeing Assessors and Educators.
- Develop and implement the refereeing mentoring programme.

Recruitment and engagement of new referees

- Complete an annual recruitment plan for new referees
- Implement the recruitment strategy
- Engage and induct new referees
- Coordinate and deliver the new referee education programme

Marketing & promotion

- Promote regular news stories and seek ways of marketing for new referees
- Participate in promoting the referees via social media and website

Budget and Funding & Sponsorship

- Seek out and assist with funding opportunities via sponsorships, new programme initiatives, grant and RST funding.
- Manage the referee costs to keep the expenditure at budget.

Relationship Management

- Develop and maintain a positive relationship with the WaiBOP Referees Committee
- Develop relationships with other Federation Referee Development Officers
- Develop and grow relationship with Key Stakeholder groups (NZF, AP, NRFL AP etc.)
- Build relationships with Clubs in the region

Experience and Qualifications

Experience

- At least 3 years' experience in the area of Refereeing (preferably not an active referee)
- Preferably in sport development, with management experience
- Experience in developing, coordinating and delivering plans and programmes

- Evidence of successfully and positively working with diverse stakeholders and/or customers including volunteers.

Knowledge

- Preferably, educational qualifications which demonstrate management capability, sports management or similar.
- Good knowledge of football and the club structures in New Zealand
- A thorough knowledge of refereeing concepts, 'Laws of the Game' and their application.
- An understanding of the wider social and political context in which the Federation operates
- An awareness of the place of football in New Zealand

Skills

- Strong leadership and team development abilities
- Very good communication and presentation skills
- An ability to work unsupervised and take ownership of problems
- Strong time management and organisational skills
- Embraces change positively and actively seeks new and improved ways to do things
- Ability to effectively sell initiatives within and outside of the sport
- Strong IT skills

Personal Attributes and Competencies

- Actively leads and develops others, and provides a clear sense of direction to colleagues and stakeholders in the areas of the match officials
- Identifies Referee Development strategies.
- Contributes to the collective leadership and management of Federation development and takes collective responsibility for strategic decisions made by Federation management.
- Actively and visibly supports the Federation Chief Executive Officer and Federation/NZ Football related managers.
- Is a team player – work with people to achieve results.
- Communicates with peers, staff and stakeholders openly and honestly, in a way that promotes trust and understanding and builds relationships.
- Is a “doer” – leads by personal example to prioritise effort, seeks innovative solutions to problems and achieves results.
- Motivates others in NZ Football and Federation to achieve a culture of excellence.

Operational Accountability

- Accepts accountability for tasks and agreed targets that are agreed for Referee Development.
- Is able to make tough decisions and take responsibility for the outcomes.

Relationship Management

- Presents a credible image and inspires confidence in a decisive way.
- Demonstrates excellent communication skills and skill at promoting and selling ideas to others.
- Ensures that people are treated with respect in all activities
- Is able to build and maintain positive working relationships with people at all levels within the football sector, including forming successful relationships with key stakeholders and influencers both within and outside of Federation

- Is a role model for other staff and stakeholders

Working Conditions

The Head Office for WaiBOP Football is located in Hamilton, but the role operates Waikato Bay of Plenty wide. Conditions consist of office work, delivering administrations 50% of the time and driving to particular locations in the region delivering services, building awareness and in recruitment will be 50% of the time.

Working hours will need to be flexible; much of the contact time is outside of normal office hours in the evenings or on weekends

Physical Requirements

Must be physically able to do the active job, however for any person with permanent disabilities the requirements can be adapted.