

# CANDIDATE BRIEFING

## HEAD OF REFEREEING

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# About the Irish FA

The Irish Football Association (Irish FA) is the governing body responsible for the development, regulation and promotion of football across Northern Ireland. Through its wider group of organisations, the Irish FA oversees the governance of the game, grassroots and community development through the Irish FA Foundation, and the management of the Clearer Twist National Football Stadium at Windsor Park.

The Irish FA's strategy for 2022–2027 sets out an ambitious roadmap to grow participation, strengthen football infrastructure, enhance performance at elite level and maximise the social impact of the sport.

<https://www.irishfa.com/irish-fa-five-year-strategy>

STRATEGIC PILLARS

## Strategic Pillars and Objectives



### PERFORMANCE

- Challenge every time, qualify every other time
- Transform the football pyramid to create a clear pathway for ambitious clubs
- Deliver a consistent and comprehensive approach to elite talent identification across Northern Ireland
- Continue to grow and embed the Irish FA Academy in collaboration with UEFA
- Continue to improve the standard of coaching across all levels in Northern Ireland



### PARTICIPATION

- 100,000 young people participating in football by 2025
- 50,000 adults participating in football by 2025
- Increase the quality and quantity of coaches, officials and administrators across the game



### FACILITIES

- Build an international-class training and development centre
- Deliver at least three Category 3 UEFA stadia
- Enhance spectator experience at all top-level clubs across Northern Ireland through the delivery of best-in-class minimum standards
- Ensure playing surfaces at the top level are consistently high quality to facilitate enhanced performance
- Support ambitious clubs who wish to progress through the football pyramid in Northern Ireland while ensuring continuous improvement and availability of facilities at the everyday game level



### REVENUE

- Generate revenues in excess of €100m over five years to reinvest in the game
- Make the National Football Stadium at Windsor Park a premium venue for conferences and entertainment events and enhance the matchday experience for all fans
- Optimise the international match ticketing strategy to provide value for money for our fans, remaining consistent with economic conditions
- Maximise commercial partnerships and retail opportunities, identify new revenue streams and protect existing ones
- Double the level of grant funding in the next five years and seek to create partnership programmes with local councils and government departments



### ENGAGEMENT

- Develop tools and applications to provide a 'digital first' approach to supporting, participating in and administering football
- Build excellent working relationships with the entire local government to collectively support the football community
- Refresh the Irish FA brand identity in line with our values
- Deliver a best-in-class fan experience for all national teams



### WOMEN'S AND GIRLS' FOOTBALL

- Create a top-class women's competition and pathway
- Embed the new Director of Women's Football role across the Irish FA
- Introduce licensing for women's clubs and a Club Mentor programme at all levels of the game
- Recruit and retain women in coaching, match officiating and administration roles at all levels of the game
- Create a bespoke communications plan for the women's game with every youth programme having specific advertising and publicity to encourage girls



### CORPORATE SOCIAL RESPONSIBILITY (CSR) & SUSTAINABILITY

- Generate €3bn in Social Return on Investment (SROI) value over five years for our community
- Become a leading organisation on sustainability, including a national stadium covered by renewable energy
- Become an exemplar governing body, championing equality, diversity and inclusion

### Enablers



#### PEOPLE & OPERATIONS

Resource accordingly to support strategy delivery



#### GOVERNANCE & REGULATION

Devise relevant policies to support delivery of the strategy



#### PERFORMANCE & TRACKING

Implement methodology and process to track delivery against objectives



#### DATA ANALYSIS & INSIGHTS

Introduce methodology for gathering data and feedback to support and evidence strategy delivery and positive outcomes

# Job Description

<b>Job Title:</b>	Head of Refereeing
<b>Department:</b>	Football Operations
<b>Reporting to:</b>	Chief Operating Officer
<b>Hours of work:</b>	37.5 hours per week. However, the nature of the post will require a high degree of flexibility involving evenings and weekends as dictated by operational requirements of the business.

**Duration of Post:** Permanent

## PURPOSE OF THE JOB:

The Head of Refereeing is to lead all functions of refereeing in Northern Ireland including the development of referees at all levels, the recruitment and retention of referees at grassroots level, development of the Referee Support Team and to manage the day-to-day function of refereeing for the Association. The Head of Refereeing works with the Referees' Committee to progress refereeing matters. The Referees' Committee is responsible for all matters pertaining to referees including, but not limited to, recruitment, training, grading, dealing with complaints concerning the application of the Laws of the Games, instruction, appointment of international referees, other relevant appointments, and assessment.

## MAIN DUTIES AND RESPONSIBILITIES:

- Manage the development of referees at all levels of the game and co-ordinate development events for elite, grassroots, and regional development groups.
- Drive the recruitment of referees at grassroots level and implement retention strategies for these officials.
- Organise the recruitment and development of the Referee Support Team including observers, mentors, instructors, and coaches.



- Co-ordinate the appointment of referees to Association competitions, internal referee appointments and the allocation of referees at Intermediate level.
- Manage all budgets associated with refereeing including UEFA Convention, Referee Budget, and International Officials budget.
- Design and implement training programmes and performance evaluations for referees at all levels of the game.
- Complete all allocated actions from the Referees Committee, liaising closely with them regarding the implementation of the Referees Strategy and providing reports and recommendations regarding the performance of officials.
- Co-ordinate fitness tests and welfare needs training ensuring officials are meeting the required standards.
- Proactively participate in training and development opportunities, staff performance appraisals and reviews as required.
- Comply with Data Protection Policy regarding safeguarding sensitive information.
- Perform the job in accordance with the company's policies and procedures, especially the Equal Opportunities and Harassment Policy and Procedure.
- Adhere to and actively support all other company policies, procedures, processes and working practices, including adhering to best practice.
- Perform any other duties as may reasonably be required from time-to-time.

Note: In the interest of the efficient management of the Association, the duties described in the above job description will be reviewed periodically and may be subject to modification or amendment after consultation with the postholder.



# Personnel Specification

## Essential Criteria

- A minimum of 5 years experience refereeing at a national elite level.
- Possess at least three years' relevant work experience in managing and developing people preferably in the field of sport working with match officials.
- Experience and demonstrated knowledge of working with Microsoft Excel, Word and PowerPoint.
- Able to foster collaborative relationships with various stakeholders both internally and externally to facilitate cooperation and information exchanges that improve outcomes
- Strong communication skills both oral and written.
- Self-motivated with ability to organise and prioritise work effectively with a high degree of self-motivation and enthusiasm with the ability to work under pressure and balance conflicting demands and deadlines.
- Flexible and adaptable approach and ability to work outside of normal hours of work and across the entire Association with minimal boundaries.

## Desirable Criteria

- Experience of working in a sports development setting and experience of developing football match officials.
- Experience of implementing methods of recruitment and retention
- A good knowledge of Northern Ireland football



# Conditions of Service

## Tenure

The position is offered on a permanent and full-time basis.

## Remuneration

Competitive, based on experience.

## Location

The position is currently based at the Clearer Twist National Stadium at Windsor Park, Donegall Avenue, Belfast, BT12 6LU. Extensive travel throughout Northern Ireland will be expected.

## Annual Leave

20 days per annum plus 11 statutory days

## Pension

Employer pension contribution 7.5%, the employee 2% and HMRC 0.5%. Therefore, a total of 10% will be paid into your pension.

## Health and Wellness

- MOT Annual Health Checks.
- EAP Counselling Service with Health shield.
- Sports Chaplaincy Service.
- IFA Mental Health First Aiders.
- Health Shield Cash Back Plan

## Additional Benefits

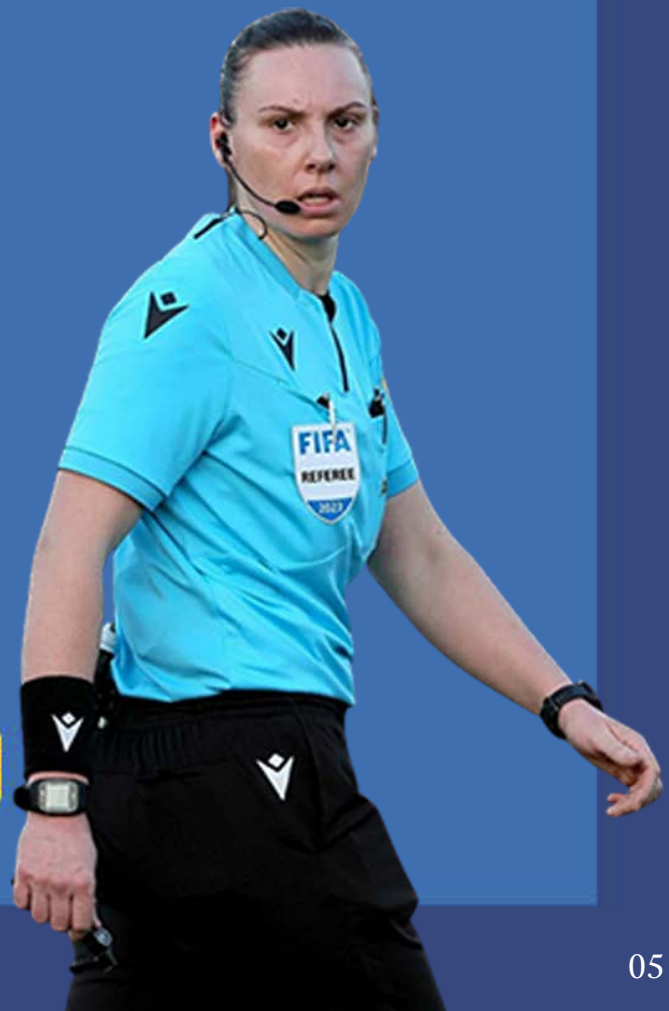
- Discounts from Partners, tickets for games, coach education
- Group income protection
- Group Life Assurance - Death in Service benefits (4x your salary)

## Reserve List

A reserve list of suitable candidates may be maintained for the purpose of any similar vacancies (temporary or permanent) that may arise within twelve months of the completion of the recruitment exercise.

## Equal Opportunities

The Irish Football Association is an equal opportunities employer and welcomes applications from all sections of the community. However, as women are currently under-represented in our workforce, we would particularly welcome applications from women. All appointments will be made on the basis of merit.



# Selection Process

## **Closing Date: Wednesday 3rd June, 5pm.**

Applications will not be accepted after the closing date/time.

## **Selection Process**

The selection process may include the following stages:

- Initial shortlisting of candidates based on the details provided in their application.
- Interview with a panel, that will include a member of the Senior Leadership Team of the Irish FA, which may also include a practical assessment.

## **Interview**

Candidates will be notified of interview details at the earliest convenience. Please ensure that all contact details on your application are up to date.

## **Reasonable Adjustments**

The Irish Football Association places a strong emphasis on diversity, inclusion and equality at all levels of our business. Should any candidate require any reasonable adjustments at any stage of the competition, please notify Caitlin Eastwood, (caitlin.eastwood@irishfa.com) as soon as possible.

