



Job Description & Person Specification	
<b>Post title:</b> Football Referee	<b>Post No:</b> 010851
<b>School or Department:</b> NTU Sport	<b>Date created:</b> May 20222
<b>Grade:</b> £30 per match	<b>Hours per week:</b> As agreed
<b>Immediate line manager:</b> Football Development Officer	

**Job purpose:** To referee football matches in BUCS & NTU Sport & organised leagues/tournaments.

**Principal duties and responsibilities:** The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

Before the match:

- Arrive at the venue a minimum of 15 minutes prior to kick-off
- Wear appropriate refereeing attire
- Carry out a pitch inspection & make an informed decision on whether the match is safe to go ahead (e.g. frozen/waterlogged pitch)
- Ensure the match ball is appropriately sized, shaped & in good condition
- Check player's equipment – studs checked, jewellery removed, shin pads worn by all players
- Check goal nets are attached to the goalposts safely & securely, and pinned to the ground at all times
- Provide flags for assistant referees & give a briefing before kick-off about their role in the game

During the match:

- Consistently apply the laws of association football
- Communicate clearly & regularly with all players during the game, explaining decisions and creating a competitive yet friendly game environment
- Provide accurate timekeeping, ensuring two equal halves of 45 minutes are played and a maximum of 15 minutes allocated for half-time
- Ensure the safety of all participants at all times during the game
- Keep an accurate record of the score

After the match:

- Confirm the final score with each team manager & report the score to Nottingham Trent University
- Report any disciplinary issues (e.g. yellow & red cards) to Nottinghamshire FA & Nottingham Trent University and complete disciplinary reports where necessary

**Special requirements:**

The successful candidate(s) must be a qualified football referee (or be willing to work towards the qualification immediately), have prior experience of refereeing small-sided and/or 11-a-side football and be available to work the hours required.

**N.B.** The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personal Attributes		
Attributes	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the structures of university sport and football</li> <li>• An excellent knowledge of the rules of football and their practical application</li> <li>• Good operational knowledge of IT applications and tools including email, internet and Microsoft Office applications</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent oral communication skills, ability to give and receive information effectively</li> <li>• Ability to work independently</li> <li>• Ability to work under pressure</li> <li>• Strong organisational skills</li> <li>• Highly confident presenter in a group situation</li> <li>• Excellent customer service skills</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of refereeing 11-a-side and/or 5-a-side football</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of student sport (in particularly in higher education)</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified football referee (or be willing to work towards the qualification immediately)</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification</li> </ul>

Competencies	
Essential Competencies	Desirable Competencies
<p><b>Customer Focus (Level 1)</b> Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction</p> <p><b>Communicating and influencing (Level 1)</b> Communicates information effectively to a wide range of diverse stakeholders, influencing events.</p>	
<p><b>Organisation and delivery (Level 1)</b> Plans time taking account of organisational priorities and other colleagues' work roles to achieve results</p> <p><b>Adaptability (Level 1)</b> Responds positively to change, supporting others in managing transition and being flexible in approaches to job role. Is aware of own strengths and areas for development. Seeks feedback on own work.</p>	

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

**Job Description and Person Specification created by (post title):**  
**Daniel Corlett (Football Development Officer)**

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