



POSITION DESCRIPTION

TITLE:	Sunshine Coast Football – Referee Appointments Officer
LOCATION:	Sunshine Coast
REPORTS TO:	SCF Board and SCF General Manager
START DATE:	25 th January 2021
END DATE:	1 st October 2021

Purpose of Role: (Why does this role exist?)

This role will work closely with the Zone's FQ – Referee Training and Development Officer (RTDO) and the State Referee's Appointment Officer (SRAO) to appoint referees to Sunshine Coast Football's competition matches and other sanctioned matches i.e. pre-season.

Key Areas of Responsibility: (What areas does this role have responsibility and accountability?)

- Managing the appointment of registered referees to all SCF matches including mid-week and re-scheduled matches using the National Referee Appointments system (currently Schedula).
- Liaising with referees, junior referees parents / guardians, SCF Competitions Manager and others as required by email, telephone or face to face.
- Be available to referees and junior referees parents / guardians to address and resolve concerns regarding appointments.
- Liaise with the SCF Office on any incidents or concerns raised by referees.
- Liaise closely with the State Referee's Appointment Officer, including weekly zoom or telephone meeting.
- Implement any special requirements of the RTDO or SRAO when making appointments.
- Assist in managing mentors / assessors for SCF matches in conjunction with the FQ appointed RTDO and SRAO. Keeping note of those referees who have been mentored and reported on.

- Monitor RefLive
- Ensure referees are appointed to matches within their capabilities.
- Report any unjustified withdrawals or rejections of appointments by referees to the SCF General Manager, State Referees Manager, Zone RTDO and State Referee Appointments Officer.
- Maintain accurate records of individual appointments.

KEY OUTCOMES: (What will this role achieve? What are the measures of success?)

- To ensure that appointments for referees are administered in a timely and effective manner with complete accuracy.
- All matches to be covered by a full complement of match officials as far as practicable given withdrawals and rejections of appointments.

KNOWLEDGE, SKILLS AND BEHAVIOUR REQUIRED (Competency)

- Interest and understanding of football highly desirable.
- Previous experience in an administration role.
- Must have good communication skills and personal presentation.
- Attention to detail and accuracy.
- Effective oral and written communication skills.
- Demonstrated skills in word, excel and outlook computer systems.
- Dedicated and mature approach to customer service
- Ability to effectively interact with customers.
- Ability to prioritise work and manage a number of tasks simultaneously and work to a deadline.
- Previous experience in scheduling would be viewed favourably.

MAJOR INTERACTIONS

- Sunshine Coast Football Board and Office staff
- Referees including junior referees parents / guardians
- State Referee Appointments Officer
- FQ – Zone Referee Training and Development Officer
- FQ – Referee Department

UNIQUE CRITERIA (e.g. unique work hours, significant travel, significant periods of working remotely)

- After hours / weekend work required.
- A current drivers licence and own reliable transport will be required.
- Current valid Blue Card is mandatory

TOOLS OF TRADE

- Laptop and mobile to be provided by Sunshine Coast Football to the successful applicant for duration of contract.

AWARD AND CONDITIONS

Employed under the Sporting Organisations Award – Grade 2 (Coaching and Related Staff).

Permanent (fixed term) for the period specified in this document and contract.