**Job Description**

**Position:** Referee Education Officer

**Reports to:** Rugby and Operations Manager

**Principle Purpose:**

To manage the provision of ongoing recruitment, retention, training and development initiatives for Match Officials (referees, assistant referees, referee coaches, referee administrators) in the Counties Manukau RFUs, with the overall aim of improving the quality and quantity of Match Officials.

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| **Key Responsibilities** |
| * Work closely with the CMRRA to implement strategies and to promote and enhance a sound working relationship with CMRRA * Develop and deliver appropriate Match Official (referees, assistant referees, referee coaches, referee administrators) education and training programmes for all levels of refereeing and referee coaching * Ensure a Match Official recruitment and retention plan is in pace and implemented * Develop, deliver and implement referee modules associated with NZRU rugby courses and rugby safety courses * Promote and implement any NZRU and provincial initiatives to enhance the quality and quantity of Match Officials (referees, assistant referees, referee coaches, referee administrators) * Oversee the delivery of law exam class tuition, NZRU Law Theory Examination * Manage the delivery of the Club Referee and the You Make The Call programmes * Liaise with CMRRA and TVRRA to identify issues and establish education and training needs * Manage the provision of refereeing services at local school and club tournaments/competitions, provincial competitions and tournaments hosted by CMRFU/TVRFU and assist at provincial/regional events when required * Manage special projects implemented by CMRFU * Assist with the development of the CMRFU referee business plan, including budgets * Coordinate and manage provincial/regional referee squad programmes and activities * Develop and implement activities to educate players, coaches, media and supporters in the Laws of the Game and the role of the referee * Participate and contribute to NZ Rugby REO Workshops and other relevant NZ Rugby activities * Provide refereeing services and support to provincial representative teams * Maintain accurate data of Match Officials (referees, assistant referees, referee coaches, referee administrators) on NZRU database * Provision of reporting requirements to CMRFU and NZRU * Enhance the image of CMRFU through being a positive role model and demonstrating sound knowledge of rugby development * Coordinate Match Official support services for NZ Rugby fixtures hosted in CMRFU * Contribute to the wider activities of CMRFU as required |

**Relationships:**

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| **External** | **Internal** | **Committees/Groups** |
| Club & School personal (players, coaches, referees, administrators)  Other PUs  Northern Region Rugby Council  RRAs (other)  NZ Rugby | CMRFU Staff and Board  CMRRA |  |

**Qualifications, experience, special skills, and attributes:**

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|  | **Essential** | **Preferred** |
| Education/Achievements |  | Tertiary qualifications relevant to current position |
| Experience/Knowledge | * Knowledge of the Principles of Rugby * Knowledge of the Laws of the Game | * Five years refereeing experience * Experience and success in the delivery of training courses |
| Special Skills/Attributes | * Ability to train referees, coaches, and referee evaluators * Communication skills (written & oral) * Time management skills Administer/facilitate meeting and courses * Delegation * Problem solving * Facilitation | * Financial accountability |