Casual Football Referee
Sports Development Service
Stirling Campus
Grade 3

Organisational Structure
Reports to: Student Sport Experience Officer
Organisation Structure: Attached

The Role
With support from the Student Sport Experience Officer, the Intramural Referee will assist with the delivery of high quality, well-structured social sport leagues for students and staff for University of Stirling Sport.

Key Duties and Responsibilities
Refereeing
- Ensure the facilities and equipment are ready and set up to allow games to take place on time
- Ensure the facilities are set up and adhere to current risk assessments to ensure the safety of those taking part
- Explain rules to captains to ensure all parties are entering into the competition understanding what is expected in terms of behaviours
- Record team players on team sheets and ensure all players are registered and able to play
- Referee the games
- Record scores and send to league co-ordinator after all matches

Customer Relations
- Provide an approachable, professional point of contact for participants during sessions.
- Act as a positive role model to participants and interact with groups and individuals in a professional and enthusiastic manner.
- Ensure clear and concise communication with all participants to ensure the smooth flow of the game and to allow all taking part to have an enjoyable experience

General
- Act as an advocate of University of Stirling Sport
- Adopt a flexible working approach to work as part of a team to ensure fixtures are always covered by providing additional cover in cases of sickness, annual leave or special events.
- Embed the University’s core values of excellence, openness and ambition.
- Support and promote the values and behaviours of the Sports Development Service and the University of Stirling at all times.
- Ensure that all University policies and procedures are adhered to.
- Carry out any other duties, which are appropriate to the post as may be reasonably requested by the Student Sport Experience Officer.
**Additional Information / Special Conditions**

This post will require flexibility in working hours to meet operational needs, including evening and weekends.

This post is regulated work with children and/or protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidate will be required to join the PVG Scheme or undergo a PVG Scheme update check. An offer of work will be subject to the outcome of this check being satisfactory.

**Person Specification**

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<tr>
<th>Qualifications/Education</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualified football referee (or be willing to work towards the qualification immediately)</td>
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<td>Previous experience refereeing 6-a-side and/or 11-a-side recreational football matches</td>
<td>Providing progress reports for participation</td>
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<td>Knowledge of the structures of university sport and football</td>
<td>Knowledge and understanding of the rules of football and their practical application</td>
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<td>Good operational knowledge of IT applications and tools including email, internet and Microsoft Office applications</td>
<td>Knowledge and understanding of services delivered by University of Stirling Sport</td>
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<td>Excellent oral communication skills, ability to give and receive information effectively</td>
<td>Actively involved in sport and fitness</td>
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<td>Ability to work independently</td>
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<td>Ability to work under pressure</td>
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<td>Strong organisational skills</td>
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<td>Highly confident presenter in a group situation</td>
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<td>Excellent customer service skills</td>
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<td>Must be a current University of Stirling student.</td>
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<td>A positive and energetic outlook.</td>
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<td>Ability to act corporately.</td>
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Behaviours / Competencies

We place great importance on behaviours and attitudes during the selection process to ensure that we bring people into the University who support the way we do business. In addition to the duties and responsibilities associated with this role, the role holder will be required to evidence that they can meet the qualities associated with the following behavioural competencies, as detailed within the AUA Competency Framework.

1. **Managing self and personal skills**
   Being aware of own behaviour and mindful of how it impacts on others, enhancing personal skills to adapt professional practice accordingly.

2. **Delivering excellent service**
   Providing the best quality service to external and internal clients. Building genuine and open long-term relationships in order to drive up service standards.

3. **Embracing change**
   Being open to and engaging with new ideas and ways of working. Adjusting to unfamiliar situations, shifting demands and changing roles.

4. **Engaging with the wider context**
   Enhancing your contribution to the organisation through an understanding of the bigger picture and showing commitment to organisational values.

5. **Developing self and others**
   Showing commitment to own ongoing professional development. Supporting and encouraging others to develop their professional knowledge, skills and behaviours to enable them to reach their full potential.

6. **Working together**
   Working collaboratively with others in order to achieve objectives. Recognising and valuing the different contributions people bring to this process.

7. **Achieving results**
   Consistently meeting agreed objectives and success criteria. Taking personal responsibility for getting things done.