



## **Officials Engagement Officer**

### Job Description

To recruit, engage and support the first stages of development of Officials. To engage with the wider officiating community.

### POSITION IN ORGANISATION

**Reports To:** People Development Lead

### Duties & Key Responsibilities

1. Engagement and recruitment: Referee and Table Officials
  - 1.1 Engage directly with anyone wishing to start or return to officiating and find individual solutions to provide training, support and development opportunities.
  - 1.2 Engage with clubs to identify and support potential new officials
  - 1.3 Communicate regularly with officials
  - 1.4 Actively engage clubs to source and identify opportunities for referee development that can be linked to education and training (e.g. pre-season tournaments, intra-club games)
2. Referee Appointments
  - 2.1 Where required, appoint referees to fixtures.
  - 2.2 Link development levels and appropriate support to referee appointments.
3. Development
  - 3.1 Support the People Development Lead in developing/delivering Officiating related development
  - 3.2 Engage the wider officiating community in delivering support and development across the officiating pathway

### Other Duties

4. Support wider **basketballscotland** projects as and when required

### Person Specification

5. The Person Specifications for this position are detailed in the table below.
6. Please note, the ability to work flexible hours is important for this role.

### Application Details

7. Given the urgency of this appointment, there is a short timeline on recruitment. Applicants should submit a CV and cover letter detailing how they meet the essential criteria.

### Closing Date

8. All applications should be received in office by **12 noon on Thursday 2 December 2021**. Late applications will not be considered. Applicants will be notified by Monday 6 December if they are required for interview. It is anticipated interviews will be conducted on **Tuesday 7 December**.

### Contact

9. Applications should be marked 'Private and confidential' and emailed to: [operations@basketball-scotland.com](mailto:operations@basketball-scotland.com)

As part of the application process, please complete our anonymous [Equity Form](#)



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Person Specification

FACTORS	ESSENTIAL	DESIRABLE
<b>Work &amp; Other Experience</b>	<p>Experience in providing direct support or develop to individuals in a work or volunteer setting.</p> <p>Experience of effectively managing and developing relationships with people from a wide variety of background.</p>	<p>Work experience in a sport and/or volunteer setting.</p> <p>Work experience in a people development role.</p> <p>Experience of working as part of a team.</p>
<b>Skills</b>	<p>Effective verbal and written communicator.</p> <p>Ability to find solutions.</p>	<p>Knowledge of officiating.</p> <p>Knowledge of Scottish Basketball</p>
<b>Personal Disposition</b>	<p>Demonstrated history of taking responsibility and being proactive.</p> <p>Effective at building and maintaining positive relationships.</p> <p>Willing to learn and be challenged.</p> <p>Wiling to challenge others.</p>	



## **Officials Engagement Officer**

### Terms and Conditions

#### Duration

The post will be appointed on an 18-month fixed term contract to June 2023. However, the intention is for the position to be continued beyond that depending on funding.

#### Salary

The salary scale for this position is £20,000-23,000 per annum.

\*This will be dependent on experience and will be agreed upon with the successful candidate

#### Leave

Annual leave entitlement is 25 days per annum plus 10 public holidays pro rata

#### Pension

**basketballscotland** will offer employees auto enrolled pensions in line with government regulations

#### Hours of Work

Full time – 37.5 Hours per week. The ability to work some evenings and weekends and to be flexible with hours is a requirement.

#### Place of Work

This post will be based at **basketballscotland**, Caledonia House South Gyle, Edinburgh, EH12 9DQ however there will be flexible working arrangements. With current COVID restrictions, some working from home will be required.