



## **Job Description**

### **Position Title – Referee Liaison Office**

#### **Purpose of the Position**

The Referee Liaison Officer acts as the primary point of contact between the Samoa Football, match officials, clubs, competitions staff, and other stakeholders. The role ensures effective communication, operational support, management, and welfare of referees across all designated competitions.

#### **Key Relationships**

Responsible to: Competition Manager, Technical Director, Head of Corporate Services.

#### **Key Responsibilities**

##### **Referee Coordination & Support**

- Serve as the main liaison between referees and the Football Federation.
- Coordinate referee appointments in collaboration with the Referees Department.
- Provide operational and logistical support to match officials before, during, and after matches.
- Ensure referees are informed of competition regulations, policies, and updates.

##### **Matchday Operations**

- Act as a central contact point for referees on matchdays to address issues such as late changes, withdrawals, or emergencies.
- Support the resolution of match-related incidents involving referees.
- Ensure referee reports, match reports, and disciplinary documentation are submitted accurately and on time.

##### **Communication & Stakeholder Management**

- Maintain effective communication with clubs, competition managers, and referees regarding appointments, requirements, and expectations.
- Handle enquiries, concerns, or complaints relating to refereeing in a professional and confidential manner.
- Assist in managing feedback processes between referees and the Federation.

##### **Administration & Compliance**

- Maintain accurate records of referee appointments, availability, performance data, and payments.
- Support compliance with federation policies, safeguarding standards, and codes of conduct.



- Assist with referee accreditation, registration, and ongoing eligibility requirements.

## Development & Welfare

- Support referee welfare initiatives and promote a positive officiating environment.
- Assist with referee development programs, seminars, workshops, and assessments as required.
- Identify operational issues impacting referees and escalate appropriately

## Other Requirements

- Availability to work weekends, evenings, and public holidays as required by competition schedules.
- Willingness to travel to match venues and federation events.
- Must have a valid driver's license.
- Able to drive manual vehicles.

## Selection Criteria

### Qualifications

- Relevant tertiary Experience working in football administration, refereeing, or sports operations.
- Knowledge of football competition structures and refereeing frameworks.
- Previous experience liaising with officials or volunteers is an advantage.

### Experience

- At least 5years relevant in managing project and administrations Management or Administration.
- Experience in Community and Social Affairs.
- Experience in coordinating sports programmes and tournaments
- Experience in project management

### Skills & Competencies

- Strong communication and interpersonal skills.
- Excellent organizational and administrative abilities.
- Ability to manage competing priorities under time pressure, particularly on matchdays.
- High level of professionalism, discretion, and integrity.
- Conflict resolution and problem-solving skills.
- Proficiency in MS Office and relevant competition management systems.

### Personal Attributes

- Reliable, honest, and committed to Football development.
- Team-oriented with a positive attitude.
- Integrity

## Remuneration

- Salary: SAT\$15,000.00 per annum