

## Job Description

### Select Group 2 Manager

**Job title:** Select Group 2 Manager  
**Reports to:** Select Group Director  
**Location:** Home based with requirement for frequent travel within UK  
**Contract:** Full time - Permanent

#### Organisation Overview:

Formed in 2001 to improve refereeing standards, PGMOL manage the 600 match officials operating in the Premier League, EFL, Women's Super League and Championship, National League and FA Competitions. PGMOL is responsible for the recruitment, training, development and mentoring of all match officials.

#### Role Purpose:

Working with the Select Group Director (SGD), the SG2 Manager is responsible for ensuring that the Select Group 1 Refereeing Team (SG2RT) deliver the required performance standards for the Competition. The SG2 Manager is directly responsible for the general management of the SG2RT, working with coaches to create and deliver appropriate training, performance management, and managing the technical development of the officials, including the disseminated work at Regional Performance Centres (RPCs).

#### Main Duties (include but are not limited to):

##### Management of SG2RT

- Providing line management support to the SG2Rs on a day-to-day basis to include objective setting, regular communication and reviews
- Ensuring that individual Development Action Plans are in place via the Coaches and support the delivery of these plans where applicable
- Providing specialist support to the SG1RT in the implementation of the new Holistic Assessment programme and provide consistent feedback to senior management
- Working with the referee coaches in the planning and coordinating the training programme
- Liaising with the SG Director, NG Director, Head of Assistant Referees, Head of Coaching and Head of Operations & Administration, to organise and contribute to the content and delivery of SG2 meetings
- Attending all SG2RT meetings
- Attending SG1, NG or WSG meetings as required
- Attending matches and VAR Hub to monitor the performance of the SG2RT
- Supporting the SG Director with performance reviews
- Supporting the preparation of monthly and annual performance reports to the Leadership Team

##### Performance Support and Development

- Working with the coaches, to ensure the development and implementation of individualise Development Action Plans bespoke performance plans for all SG2Rs are created. This includes all aspects of performance and will in time include the management of the 'performance clock' for each SG2R
- By working closely with the Performance Support Director, contribute to the management of the integrated delivery team to support the Referees Development Action Plan, positively impacting the performance and development of the SG2RT
- Participating in multi-disciplinary team meetings
- Providing technical coaching/mentoring advice and support to selected match officials as part of their individual coaching cell
- Liaising with the Head of Coaching, managing the quality assurance of the work of the technical coaches, including the VAR coach, to ensure appropriate and effective coaching for all SG2 officials
- Managing the process of feedback from the evaluation team to support knowledge development and sharing of good practice
- Managing the provision of monthly reports and performance assessments

## Match Appointments

- Assisting the SG Director with preparing provisional 4 week and match day (weekly) appointments plan for review
- Assisting the SG Director in preparing and distributing the approved weekly appointments
- Collaborating with the SG Director, WSG Director, NG Director, Head of Referee Operations at the FA and SG1 Manager to support an integrated approach to appointing
- Maintaining MOAS records for all appointments
- Maintaining the appointment database
- Liaising with 1st Class Events to ensure that travel arrangements are completed for all appointments

## General

- Manage all match day issues as they arise and liaise as appropriate with the SG Director, Managing Director and Premier League
- Engage with Premier League Clubs and staff
- Manage the annual programme of pre-season Premier League club visits
- Support implementation of the Elite Referee Development Plan
- Support the work of the Head of Communications
- As a member of the Management Team, contribute to the organisation's development
- Support the PGMOL Training Programme by attending events and participating in training as required
- Attend the Annual Conference
- Attend other meetings as necessary
- Attend matches as necessary

## Person Specification (experience, qualifications, skills, aptitudes, and personal qualities):

### Essential:

#### *Qualifications/experience:*

- Line management of individuals or management of function
- Working as part of a multi-disciplinary or integrated team
- Effective stakeholder engagement at all levels

#### *Knowledge:*

- Understanding of management methods and styles
- Thorough understanding of the technical skills, coaching and training needs required of elite match officials
- Comprehensive knowledge of Premier League and Championship football
- Comprehensive knowledge of professional refereeing

#### *Skills:*

- Motivating groups and individuals to achieve targeted success
- Communicating and influencing with the ability to interact at all levels
- Able to present confidently to groups
- Able to make informed judgements and decisions

#### *Behaviours:*

- Accountable
- Resilient
- Values integrity
- Courage to challenge
- Collaborative and credible
- Driven to deliver

### Desirable:

- Managing and developing individuals and groups in an elite sporting environment
- Successful performance management in an elite sporting environment
- Experience of officiating as a match official within the Select Group or National Group
- Experience of coaching referees/assistant referees
- Experience of managing budgets

### Applications:

Applicants should send a CV accompanied by a one-page letter outlining their suitability for the role to: [humanresources@pgmol.com](mailto:humanresources@pgmol.com)

Please reference your application 'SG2M'. The closing date for applications is 9am on **20 May 2022**.

**Please note that you need to have the right to work in the UK.**

**PGMOL is an equal opportunities employer and welcomes applications from all sections of the community.**

### Glossary:

SG	Select Group
SG1	Select Group 1
SG1RT	Select Group 1 Refereeing Team
SG1R	Select Group 1 Referees
SG1AR	Select Group 1 Assistant Referees
SG2	Select Group 2
SG2RT	Select Group 2 Refereeing Team
SG2R	Select Group 2 Referees
SG2AR	Select Group 2 Assistant Referees
NG	National Group
NGRT	National Group Refereeing Team
NGR	National Group Referees
WSG	Women's Select Group