



## Purpose of the Role

To be responsible for the Management, Development, Control and organisation of all officials within FARS

## Job details

Job title	<b>FARS – Officials Officer</b>
Reports to	<b>Chairperson</b>
Function	<b>Senior Team</b>

Key areas	Main duties and responsibilities
Leadership	<ul style="list-style-type: none"> <li>• Ensure all officials are inducted in line with Worldskate and FARS procedures and processes</li> <li>• Ensure that the FARS officials are trained and developed in the behavioural aspects of their roles</li> <li>• Provide an HR support service to all officials ensuring all are behaving and working in line with agreed FARS processes and procedures</li> </ul>
<ul style="list-style-type: none"> <li>• Management</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that all Officials records are maintained and updated accurately</li> <li>• Ensure continuous development programmes are timely to ensure all officials are fully up to date in terms of competence levels</li> <li>• Ensure the FARS Merit and Test Structure is fit for purpose and updated in line with necessary changes.</li> <li>• Establish a robust team to deliver all agreed objectives</li> </ul>
<ul style="list-style-type: none"> <li>• Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Work closely with Systems Development Officer to ensure all officials VLE's are in line with Worldskate requirement</li> <li>• Work closely with HOFF and HOD to ensure Coaches and Judges are aligned</li> <li>• Ensure all events are organised in line with agreed requirements for Officials</li> </ul>

## Person specification

Criteria	Requirement
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# The Federation of Artistic Roller Skating



<ul style="list-style-type: none"><li>• Knowledge and experience</li></ul>	<ul style="list-style-type: none"><li>• Proven experience in a people management role.</li><li>• Strong interpersonal and communication skills</li><li>• Ability to form strong relationships with all their stakeholders</li><li>• Proven experience of dealing with teams</li><li>• Ability to challenge in a professional manner</li><li>• Strong listening skills</li><li>• Ability to coach, mentor and develop their teams</li><li>• Excellent planning and organisation skills</li><li>• Ability to remain objective, confidential and impartial</li><li>• Officiating experience will be an advantage</li></ul>
<ul style="list-style-type: none"><li>• Skills/Qualifications</li></ul>	<ul style="list-style-type: none"><li>• Excellent IT skills (Word, PowerPoint, Excel etc)</li><li>• Excellent organisational skills</li><li>• Excellent time management skills</li></ul>
<ul style="list-style-type: none"><li>• Personal Qualities</li></ul>	<ul style="list-style-type: none"><li>• Working on own initiative</li><li>• Approachable</li><li>• Ability to challenge</li><li>• Excellent attention to detail</li></ul>