

REFEREE DEVELOPMENT MANAGER (RDM)

Location: Halifax, Nova Scotia

Reports to: Executive Director

Employment type: Full-Time,

Compensation: Competitive, Benefits + Possible Re-Location Expenses

ABOUT SOCCER NOVA SCOTIA

Soccer Nova Scotia (SNS) is the provincial governing body for soccer in Nova Scotia, responsible for the development, governance, and growth of the game across the province. A critical part of this mandate is the delivery of a high-quality, sustainable referee program that supports safe, fair, and positive soccer experiences at all levels of play.

GENERAL PURPOSE

Soccer Nova Scotia is seeking a Referee Development Manager (RDM) to provide strategic leadership and system oversight for the province-wide referee program. The RDM is responsible for the long-term development, governance, and sustainability of referee pathways in Nova Scotia, ensuring alignment with Canada Soccer standards and SNS strategic priorities.

This is a leadership and systems-focused role centered on program quality, pathway development, governance, and stakeholder alignment. The RDM will contribute to the development of province-wide frameworks and best practices, including those related to referee assigning, to support referee development, progression, and retention.

While day-to-day referee administration and match assigning are primarily managed through regional and league structures, the RDM will provide guidance, coordination, and oversight as required to ensure assigning practices align with development objectives and operate consistently across the province.

WHAT'S IN IT FOR YOU?

Compensation: Competitive salary and comprehensive benefits package aligned with senior leadership roles within Provincial Sport Organizations.

Time Off & Balance: Enjoy three weeks vacation, plus extended time off during the Christmas holiday period, supporting rest, recovery, and work-life balance.

Relocation Support: SNS is open to supporting relocation expenses for the successful candidate, where applicable.

Professional Development & Wellness: Access dedicated professional development funding to support continued learning, certification, and leadership growth, along with an annual healthy living allowance to support physical activity and overall well-being.

Travel Opportunities: Opportunities to travel provincially and nationally for events, competitions, and development initiatives—expanding your experience, network, and impact.

Flexibility: Work within a collaborative, high-performing team culture with flexible work arrangements.

Impact: Play a central role in shaping the future of refereeing and Safe Sport across Nova Scotia.

Leadership: Lead and influence a province-wide referee system, aligned with national standards and connected to Canada Soccer.

Purpose: Contribute to delivering fair, safe, and high-quality soccer experiences for participants at every level of the game

RESPONSIBILITIES

Strategic Leadership & Governance

- Provide provincial leadership for the referee development system across all levels of play.
- Develop and oversee referee development frameworks aligned with Canada Soccer standards and SNS strategic priorities.
- Ensure compliance with SNS policies, bylaws, Safe Sport requirements, and governance standards.
- Serve as Soccer Nova Scotia's senior subject-matter expert in refereeing.
- Foster a high-performance, collaborative, and positive culture across referee leadership and volunteer structures.

Referee Development Pathways

- Lead the design and oversight of referee development pathways, including entry-level, upgrading, and high-performance streams.
- Drive initiatives to improve referee recruitment, retention, diversity, and long-term engagement.
- Ensure consistent standards, progression opportunities and quality across all regions of the province.

Education, Assessment & Mentoring Oversight

- Oversee provincial referee education, assessment, and mentoring systems.
- Work in partnership with the Chief Instructor, Chief Assessor, Chief Mentor, and regional leadership.
- Ensure accreditation standards, quality assurance, and equitable development opportunities are met and maintained.
- Maintain oversight of development tracking, assessment, mentoring, feedback and reporting systems.

Committee Leadership

- Chair the Referee Development Committee.
- Establish committee priorities, agendas, and policy direction.

- Ensure the committee's work aligns with SNS's strategic objectives and program outcomes.

Discipline, Conduct & Integrity

- Provide senior oversight of referee discipline, conduct and integrity matters.
- Liaise with SNS judiciary bodies and Canada Soccer as required.
- Ensure consistent, fair, and transparent application of standards.
- Support Safe Sport education, prevention, and reporting related to referees.

Stakeholder & External Relations

- Act as SNS's primary liaison with Canada Soccer's Refereeing Department.
- Represent SNS at provincial and national referee meetings and events.
- Build collaborative relationships with leagues, districts, and referee leadership groups, and key partners (e.g., AUS, ACAA, SSNS etc.).

Oversight, Reporting & Alignment

- Provide direction and oversight to referee operational staff and volunteer leadership groups.
- Use data (registration, retention, assessment outcomes, discipline trends) to guide decision-making, planning and continuous improvement.
- Identify risks, gaps and opportunities to strengthen the system sustainability and effectiveness of the referee program.

Budget & Resource Stewardship

- Develop and oversee the referee program budget in alignment with SNS's strategic priorities.
- Monitor expenditures and resource allocation to ensure sustainability and impact.

EDUCATION AND EXPERIENCE

- Post-secondary education in sport management, business, education, or a related field, or an equivalent combination of education and experience.
- Demonstrated leadership experience managing people and systems with a proven ability to foster a positive team culture.
- Extensive experience in soccer refereeing and/or referee development.
- Strong understanding of referee education, assessment, and mentoring frameworks.

SKILLS & QUALIFICATIONS

- Strong communication, relationship-building, and stakeholder engagement skills.
- Strong organizational, strategic planning, and governance capabilities.
- Ability to work independently while collaborating effectively within a team environment.

- Interest, aptitude, and ability to be trained as a referee mentor, instructor, or assessor.

ASSETS

- Experience working with or within Canada Soccer referee programs.
- Experience chairing committees or leading volunteer governance structures.
- Background in policy development or program evaluation, or sport system governance.

APPLICATION DEADLINE: Open until filled

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