



## Academy Recruitment & ADC Coordinator

### Job Description & Specific Role Requirements

<b>Reporting To &amp; Key Liaison with</b>	<ul style="list-style-type: none"> <li>• Academy Operations &amp; Performance Manager (O&amp;PM)</li> <li>• Head of Academy Recruitment (HoR)</li> <li>• Academy Leadership Group (ALG)</li> <li>• Academy Management Team (AMT)</li> </ul>
<b>Purpose &amp; Role function</b>	<ul style="list-style-type: none"> <li>• Proactively support the recruitment of young players into the ECFC Academy Player Progression Pathway with a prime focus on the Exeter &amp; Mid Devon region</li> <li>• Develop systems of operation and communicate with others to ensure the smooth running of the ADC &amp; PC programmes.</li> <li>• Uphold and demonstrate the values, standards &amp; behaviours expected by ECFC both inside &amp; outside the Club.</li> </ul>
<b>Other Key relationships</b>	<ul style="list-style-type: none"> <li>• Head of Academy Coaching &amp; Player Development (HoC)</li> <li>• ADC Head Coaches</li> <li>• Regional &amp; Volunteer Scouts</li> <li>• Multi-disciplinary staff</li> <li>• Parents, guardians &amp; players</li> <li>• ECFC Community Trust</li> </ul>
<b>Role Summary</b>	<ul style="list-style-type: none"> <li>• Build relationships with Regional Scouts, Spotters and Local League Liaisons to enhance our scouting network.</li> <li>• Attend matches to scout specific target groups for the Academy.</li> <li>• Facilitate the induction of all Academy trialists.</li> <li>• Manage ADC &amp; PC programmes and the Centre Managers.</li> </ul>
<b>1.Main Duties &amp; Responsibilities</b>	Ref: Section 1
<b>2.Qualifications, CPD &amp; Person Specification</b>	Ref: Section 2
<b>3.Key Performance Indicators (KPI's)</b>	Ref: Section 3
<b>4.Competencies</b>	Ref: Section 4

## Section 1 Main Duties & Responsibilities

### 1.1 Working Practices

- Oversee Tier 2 & 3 of the Player Progression Pathway to ensure recruitment of the best players in our catchment area.
- Identify players who are gifted in relation to our Club's five pillar model and player competencies and encourage Scouts & Spotters to do the same.
- Utilise the Club-wide, age/position specific criteria on which to assess players.

### 1.2 Organisation & Administration

- Responsibility for responding to all Scout Requests in a timely and professional manner.
- Maintain a comprehensive log of all Scout requests that are received across the season.
- Assist HoR with the organisation of in-service CPD meetings for Regional Scouts & Spotters.
- Attend & contribute to recruitment meetings for all 8-14 trialists.
- Arrange all CPD logistics for ADC and PC.
- Complete all necessary paperwork (including electronic/online), to a high standard and where necessary return within the required timescale.

### 1.3 Compliance

- Ensure all Rules relating to youth development (EFL, EPPP) are met at all times.
- Maintain personal professional qualifications through continuous professional development.

### 1.4 Relationships

- Promote the positive ethos of the Academy through all interactions with other staff, players, parents and others (e.g. sponsors).
- Combine and collaborate with the multi-disciplinary team.
- Initiate regular dialogue with Regional Scouts & Spotters to identify the best players.
- Build a positive rapport with potential trialist players and their families that promotes Exeter City FC as a desirable Club to join.
- Communicate with other Club staff, players and parents in a professional manner.

### 1.5 Associated Activities & Commitment

- Contribute to establishing policy & practice regarding player & staff roles & responsibilities in ADC & PC programmes.
- Attend and assist with planning & delivery of all Player Progression Pathway CPD events in conjunction with the HoC.
- Liaise with Head of Club HR on updating of records to include:
  - Recruitment process for ADC staff
  - Maintenance of ADC staff qualifications and requisite checks
- Any other reasonable & relevant requests as made from time-to-time.

### 1.6 Advanced Development Centres

- Ensure all ADCs have competent Head Coaches with relevant qualifications & expertise.
- Guide and assist ADC Managers as their main point of contact at the Academy and incorporate visits to each Centre.
- Establish various databases to include meeting records, player lists, staff lists for Advanced Development Centre (ADC) & Performance Centre (PC) programmes.
- Organise & develop the format of ADC training events & communicate details to relevant staff
- In conjunction with Head of Academy Recruitment (HoR), promote all ADC's using all available Club media channels.

### 1.7 Health & Safety

- Place player safety and welfare as a top priority at all times.
- Ensure all technical equipment, pitches and buildings are safe & secure.

### 1.8 Safeguarding

- Attend seasonal safeguarding training as required by the Club.
- Adhere to all guidelines contained within the Club's Safeguarding Policy.
- Utilise the 'MyConcern' system to 'recognise, respond, report and record' any safeguarding incidents in a timely and detailed manner.

## Section 2 Qualifications, CPD & Person Specification

### **2.1a Essential:**

- FA Talent ID Level 2
- Current (in date) FA DBS check
- Experience working in an elite sporting environment
- FA Emergency First Aid in Football (EFAiF)
- Current (in date) FA Safeguarding children certificate
- Current full & clean driving licence
- Undertake equity, diversity & safeguarding awareness training.

### **2.1b Desirable:**

- FA Talent ID Level 3
- FA Talent ID Level 4
- FA Coaching Qualification
- Attend additional FA Talent ID events
- Team leadership & managing people skills
- Undergraduate/post graduate qualification

### **2.2 Professional Outlook & Behaviours**

- Plan ahead for trialist reviews and communicate to relevant parties, ensuring all necessary records are included in appropriate paperwork.
- Ensure all necessary quality standards & requirements are met within the Department.
- Operate at all times and in all matters in a well organised, positive and professional manner.
- Set an example for the players in how to conduct themselves professionally.
- Adopt a positive and enthusiastic outlook towards recruitment, sports psychology and match analysis that will encourage players to do the same.
- Be willing to actively assist other Academy staff in areas that will enable their progression.
- Be willing to support & work with external expertise.

### **2.3 Personal Qualities**

- Demonstrates an industrious and productive work ethic.
- Builds meaningful & professional working relationships with staff.
- Able to prioritise key tasks whilst adopting a flexible & adaptable approach.
- Possesses and demonstrates a positive mental attitude.
- Willing to take responsibility and follow tasks to a successful completion.
- Works on own initiative, taking control where needed to guide & support others.
- Is persistent, patient and an innovative problem solver.
- Shows a willingness to take instruction and follow appropriate guidance.
- Possesses a demonstrable desire to see the ECFC Academy develop & progress.

## Section 3 Key Performance Indicators (KPI's)

### 3.1 Regulatory Standards

- Fulfil all EFL and Elite Player Performance Plan (EPPP) Rules.

### 3.2 Professional Game Auditing

- Maintain trialist logs for players that you have identified & recommended to the Academy.
- Be available and provide honest feedback for audit interviews.
- Ensure ADC's comply with all EFL guidance on Junior Training Centres

### 3.3 Club & Academy Philosophy

- Be able to demonstrate and articulate the Club and Academy philosophy.

### 3.4a Recruitment Provision – YDP & FDP

- Stage local trial games for aspiring players on one occasion each season at U12 level, link to hybrid programme (St Luke's).
- Arrange & observe Under 7 & Under 8 tournaments at the Cliff Hill Training Ground.
- Provide opportunities for local clubs to participate in football festivals that include registered & associated players.
- Link trials, camps, ADC & Performance Centres with the Academy programme.
- Maximise Player Progression Pathway retention, by arranging internal football festivals to incorporate Performance Centre & ADC players.
- Guide released Academy players towards the Performance Centre or ADC.

### 3.4b Recruitment Provision – Generic

- Ensure that all Scout Requests are attended to promptly across all age groups.
- Log all Scout Requests received to attend ECFC Academy fixtures.
- Liaise with HoR & multi-disciplinary staff to ensure all Academy trialists receive a trialist feedback form at the end of their assessment.
- Ensure all Academy trialists are provided with training kit at the start of their assessment.
- Ensure trialists are well looked after and find their way to the appropriate level of our PPP.
- Link closely with Scouts & Spotters to ensure recruitment of the best players into our PPP.
- Assist Head of Recruitment to monitor the success rate of player recommendations from each Scout & Spotter.
- Assist HoR to add further Scouts & Spotters across the catchment area.

### 3.5 Personal Development

- Commit to an on-going process of continuous personal and professional improvement.
- Maintain personal professional qualifications to on going required standards.
- Attend all relevant EFL CPD events and all ECFC in-house in-service training.

### 3.6 Advanced Development Centres

- Increase the number of players regularly attending training within Tier 3 of the Pathway by 10%.
- Work with ADC Managers to ensure that each Centre has a coach to player ratio of 1:10 with all coaches qualified at FA Level 2 framework.
- Plan and deliver a minimum of 3x Academy training events for ADC players each season.

## Section 4 Competency Framework

Competency Descriptor	Level	Level Descriptor
<b>4.1 COMMUNICATION</b> Effectively communicate, actively listen, gain and provide co-operation and information. [Oral and written communication is covered by the competency]	3	Confident and at ease when speaking formally. Confidence to adapt style to suite wide range of audience and ability to explain, persuade and negotiate effectively. Produce reports appropriate for internal management meetings
<b>4.2 WORKING WITH PEOPLE</b> Build effective rapport and relationships with customers and colleagues in order to achieve organisational and individual goals	4	Builds strong and mutually beneficial relationships. Uses diplomacy & tact in difficult or awkward situations and to resolve conflict. Some partnership working required; strengthening relationship with the community
<b>4.3 TEAMWORKING</b> Work in collaboration with colleagues and partners to provide a service that exceeds the customer expectations. Respect and support differences in skills, background and beliefs of colleagues and customers	3	Operates in a supervisory role but as a strong team player. Recognises and respects differences amongst team members to achieve a positive working environment
<b>4.4 PROBLEM SOLVING AND ANALYSIS</b> Use analytical skills to interpret, evaluate and understand a problem and the use of judgement to implement or suggest solutions	3	Operational problem solving is a core element to the role. A keen interest in problem solving using key data & accepts personal accountability
<b>4.5 RESPONSIBILITY &amp; OWNERSHIP</b> Take personal responsibility and ownership to exceed customer or colleague expectations. Contribute ideas and seek to resolve problems so as to improve the quality of service	3	Works to develop culture of ownership and improvement across all areas. Accountable for the actions of others
<b>4.6 DECISION MAKING</b> Make timely decisions, sometimes with incomplete information and under tight deadlines and pressure; thinks on his/her feet; initiating relevant action where appropriate	3	Required to make less routine decisions, take the initiative and originate action. Able to seek guidance from others if required. Accepts accountability for decisions., whilst seeking approval from others for complex problems
<b>4.7 CREATING, INNOVATING &amp; ADAPTABILITY</b> Resolve issues and identify opportunities to improve the quality of service or efficiency of operations. Seek out & contribute fresh and imaginative solutions and ideas in order to improve delivery of the organisations goals. Seek ways to engage with customers	3	Creates new and innovative approaches to work-related issues sometimes for wider group. Identifies and generates new and imaginative approaches, which incorporate creativity and clear solutions to (often) complex challenges
<b>4.8 PLANNING, ORGANISING &amp; OBJECTIVITY</b> Accurate determination of the length and difficulty of tasks and projects. Set clear and measurable goals including contingencies. Use of resources effectively and efficiently	3	Takes a longer-term perspective whilst being responsive to change. Enlists appropriate resources to get things done efficiently. Timely anticipation of changing needs or priorities. Monitors & reviews own plans & those of others

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<p><b>4.9 DRIVE AND COMMITMENT</b> Possess &amp; demonstrate motivation and passion whilst actively engaging in the Organisations' mission of 'continual improvement' and progression in all areas</p>	4	Leads & motivates self and others to complete necessary tasks. Sets internal standards of excellence in achieving results. Leads by example through trying new ways to achieve challenging goals. Positively acknowledges commitment of others in achieving organisational aims
<p><b>4.10 COMMERCIAL ACUMEN</b> Understands key business drivers for performance and use of sound business practices. Uses sound commercial principles in all areas of responsibility</p>	2	Works to maximise own performance and that of others towards organisational goals. Understands and applies commercial and financial principles. Views issues in terms of costs, profits, markets and added value
<p><b>4.11 PERSUASION AND INFLUENCE</b> Gain agreement and commitment from others by persuading, convincing and negotiating</p>	3	Uses negotiation skills to gain agreement and commitment to delivery of service
<p><b>4.12 LEAD AND SUPERVISE</b> Work in collaboration with colleagues and partners to provide an excellent service. Respect and support differences in skills, background&amp; beliefs of colleagues &amp; customers</p>	2	Operates in a supervisory role but as a strong team player. Recognises and respects differences amongst team members to achieve a positive working environment

**Interpretation**

Level	Definition
1 - Priority area	Commencing
2 - Understanding	Exploring/remembering
3 - Applying	Developing/understanding
4 - Analysing	Performing/applying
5 - Creating	Maximising

Signed (Employee) .....

Print Name .....

Date .....

Signed (Club) .....

Print Name .....

Position .....

Date .....

**Safeguarding Statement**

Exeter City Football Club seeks to ensure the safeguarding, well-being and safety of all children, young people and adults at risk who engage in its activities and expect all staff and volunteers to endorse this commitment.

This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists; as such it is exempt from Rehabilitation Of Offenders Act (1974). Therefore, all convictions (including spent convictions) that have not been subject to filtering by the DBS should be declared.