

# Internal & External Job Advertisement



## Academy Recruitment & ADC Coordinator

***Exeter City Football Club seeks to ensure the safety, safeguarding and wellbeing of all children, young people and adults at risk who engage in its activities.***

Exeter City Football Club is supporter owned through the Exeter City Supporters' Trust and under Trust ownership the Club has gone from strength to strength.

We have an exciting opportunity for an Academy Recruitment & ADC Coordinator to join us on a full time, permanent basis to work across the age groups (U7 to U18) and all three tiers of the Player Progression Pathway (Advanced Development Centres, Performance Centre & Academy).

The successful applicant will be required to proactively support the recruitment of young players into the Academy Player Progression Pathway with a prime focus on the Exeter & Mid Devon region. As part of this role you will need to develop systems of operation and communicate with others to ensure the smooth running of the Advanced Development Centre & Performance Centre programmes.

As part of this role you will be responsible for managing Advanced Development Centre & Performance Centre programmes and the Centre Managers. You will organise & develop the format of Advanced Development Centre training events & communicate details to all relevant staff and arrange all CPD logistics for Advanced Development Centre and Performance Centre staff with the support of the Head of Coaching.

Other responsibilities will include attending matches to scout specific target groups for the Academy. Facilitating the induction of all Academy trialists and attending and contributing to recruitment meetings for U9-U14 trialists. Managing all Scout requests and maintaining records of all relevant information and building relationships with Regional Scouts, Spotters and Local League Liaisons to enhance the scouting network.

Candidates will need to have their FA Talent ID Level 2, FA Emergency First Aid in Football (EFAiF) and FA Safeguarding children certificate. Candidates must also have experience of working in an elite sporting environment and be willing to engage in and undertake Continued Professional Development (CPD).

Excellent administration, organisation and communication skills both verbal and written are essential and an ability to be adaptable and work on your own initiative. Candidates will need to be logical and innovative thinking as within this role you will contribute significantly to the vision of the Academy Player Progression Pathway.

For a full job description and personal specification please see our website  
<https://www.exetercityfc.co.uk/club/vacancies>

**If you wish to apply for this position please complete an Application Form and Equality Monitoring Form and send a copy of your CV and a covering letter to HR, Exeter City Football Club, St James Park, Stadium Way, Exeter, Devon, EX4 6PX or email [hr@ecfc.co.uk](mailto:hr@ecfc.co.uk)**



[www.exetercityfc.co.uk](http://www.exetercityfc.co.uk)

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Only completed applications that are sent directly to HR will be accepted. Any applications after the closing date will not be accepted.

The closing date is: 5.00pm Sunday 22<sup>nd</sup> May 2022

Interview date: To be confirmed.

Interview format: Telephone pre-interview screening followed by an in-person interview panel and presentation (details will be sent with interview invitation).

All candidates will require an enhanced DBS Check and must be able to prove their eligibility to work within the UK.

ECFC is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.

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[www.exetercityfc.co.uk](http://www.exetercityfc.co.uk)

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**THE TRUST**

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