

Job Title:	Head of Academy Recruitment
Department:	Academy
Reports to:	Academy Manager
Purpose of the Role:	To support the long-term vision of Ipswich Town Football Club in identifying, recruiting and developing the best young players for the club. The role is responsible for developing and managing the Academy recruitment strategy across all phases of the programme.

Accountabilities/Responsibilities	Key Performance Indicators	Skills & Experience
<ul style="list-style-type: none"> Responsible for the organisation, management and delivery of the club's policies and procedures for the recruitment of Academy players Responsible for the recruitment and training of the club's scouts, ensuring they comply with requirements regarding qualifications, registration and CPD Performance management of recruitment staff Undertake scouting duties and play a lead role in the identification and recruitment of players Ensure all Academy trialists are registered on a YD8, inducted, reviewed from a multi-disciplinary perspective, given feedback at end of trial and tracked via PMA Any other scouting duties as required by the Academy Manager or Head of Recruitment Undertake at least 5 hours in service training each year Undertake CPD organised by the club 	<ul style="list-style-type: none"> Performing management of recruitment staff, ensuring an up-to-date role profile is in place and KPI's are measured on a quarterly basis Provide in house training for all recruitment staff to create a culture of constant improvement and ensure quality assurance Establish a clear recruitment methodology and age specific player profiles for all player recruitment Present a robust summary / player pack which includes analysis across a multidisciplinary field for all recommended signings Ensure accurate scouting records are maintained Develop a recruitment strategy which enables synchronisation between coaches and recruiters ensuring assessment procedures match those by which existing Academy Players are assessed and that new recruits transit easily into the Academy environment Manage the Academy succession plan and depth chart, identifying target areas and providing regular reports to senior staff 	<ul style="list-style-type: none"> FA Talent ID Level 3 FA Safeguarding Children FA Emergency Aid Enhanced DBS Experience of working within the Academy system, EPPP and the PMA Experience of managing a department and conducting staff performance reviews Knowledge of the geographical catchment area available to Ipswich Town FC for recruitment of players Excellent IT Skills Strong communication and people skills with the ability to develop relationships with key stakeholders and build networks within recruitment
<p>Based at:</p> <p>Ipswich Town FC Training Ground, Rushmere St Andrew, Ipswich, IP4 5RQ</p> <p><i>Due to the nature of the role a flexible working pattern with the opportunity to conduct some duties from home will be possible.</i></p>	<p>Working with:</p> <p>Academy Manager Head of Recruitment Academy Recruitment Staff Academy Performance Staff</p>	<p>Salary Band:</p>