



Job Description & Person Specification

Position Details

Position: Regional Academy Scout	Department: Academy – Emerging Talent	Reporting To: Head of Scouting
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Overall Objective: To identify and recommend the best emerging talent (before our competition) to join LCFC's Academy.

Job Description

Main duties:

- Identify and observe players - in a manner befitting the role of Regional Academy Scout in a leading Cat 1 academy
- Produce reports on players and games specified by the Emerging Talent Department.

Key tasks:

- To follow the Academies processes and protocols when scouting players and matches.
- To build up detailed knowledge of talented players in an area – including in Category 2 and 3 Academies – as identified by the Emerging Talent Department.
- To develop and maintain a network of key individuals in an identified area. Monitor & report on effectiveness of the region
- To identify the best U16 players released by Category 1 academies in the region.
- Within the target age group identify and report on emerging talent in private academies and representative sides.
- To work alongside the Academy Recruitment Department to deliver that the recruitment strategy.
- To recommend to the Head of Scouting players that meet the player profiles and are appropriate for LCFC.
- To attend the CPD programme provided by the Academy.
- As directed, periodically attend Academy training and team matches to maintain a knowledge of the minimum standards required to improve the Academy.
- Support remote recruitment by using filmed footage to scout games when there is no weekend football.
- The job will require you to work unsociable hours including evenings and weekends.

The Employee must at all times carry out his/her responsibilities with due regard to the Club values and policies and procedures, in particular Health & Safety, Equality and Diversity, Confidentiality and with regard to the Data Protection Act.

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Club.

Person Specification

Essential

- Previous experience in a similar role.
 - An extensive knowledge of Academy and youth football.
 - Excellent written skills with excellent accuracy and attention to detail.
 - Demonstrates honesty, integrity, reliability and the ability to ensure confidentiality at all time.
 - Friendly, well organized with the ability to multi-task and perform well under pressure.
 - Possess strong time management skills and have a flexible approach to work.
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- Communication: Able to communicate to the highest level, listens, interprets and conveys information in a clear and accurate manner, provides timely delivery of information and selects the most appropriate method of communication.
 - Taking ownership: Ability to work autonomously on own initiative, pro-active in managing one's own time, building an understanding of the internal and external environment in order to deliver work in a highly effective and professional manner.
 - Relationship Management: Is able to use a range of appropriate techniques to build strong relationships with players, parents and stakeholders.
 - Excellent IT skills (including excellent MS Office – word, excel, PowerPoint).
 - Able to work to tight deadlines.

Academy Values

- To adhere and communicate the Academy values to stakeholders whenever the opportunity arises.
- Integrity: Able to act in an ethical manner at all times, treat individuals with respect and demonstrate trustworthiness and honesty at all times.
- Innovation: Able to be forward thinking and strive to continuously improve our work.
- Inclusive: Be welcoming to all and create an environment of openness.
- Professionalism: The ability to maintain professionalism and a calm demeanor at all times.
- Pride: Take pride in your actions and decisions and exhibit enthusiasm and excellence.
- A commitment to continuing professional development

Desirable

- A full clean driving license

Role Requirements

- To be able to work on matchday weekends and evenings, including Public Holidays
- To comply and promote the Club's policies and procedures to include Safeguarding, Equality & Diversity and GDPR compliance
- Understanding of the governance, security and cyber security requirements including areas such as General Data Protection Regulations (GDPR)
- To undertake required training including mandatory Club Equality and Diversity, Health and Safety and Safeguarding Induction.
- This role is subject to satisfactory completion of the FA Enhanced DBS Check

This Job Description may be changed and amended from time to time at the discretion of the Club.

Leicester City Football Club is an inclusive employer and will provide equality and fairness for all employees. Leicester City Football Club opposes all forms of unlawful and unfair discrimination. Please refer to our Equality and Diversity Policy for further information.

Employee Signature _____

Date ___/___/___

Director Signature _____

Date ___/___/___