



## Role Profile & Person Specification

Position Details		
<b>Position:</b> Foundation Phase Grassroots Scouts - U6s -u14s  Expenses Only for (Nottinghamshire/Derbyshire/ Leicestershire/Wawickshire)	<b>Department:</b> Emerging Talent	<b>Reporting To:</b> Head of Emerging Talent

### Role Profile

Main duties:

- View grassroots football from u6s to u14s within your region and build/maintain good relationships with grassroots clubs across the region.
- Provide a written report to the Recruitment Dept on a weekly basis of games covered.

Key tasks:

- Follow the LCFC protocol at all times when attending games for the Academy Recruitment Dept, including ensuring he/she wears the provided Club Kit and Talent ID card.
- 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.

### Person Specification

- Previous experience in a similar role would be desirable
- Have no prior commitments to a grassroots team in your region.
- Demonstrates honesty, integrity, reliability and the ability to ensure confidentiality at all times.
- Friendly, well organized with the ability to multi-task and perform well under pressure.
- Possess strong time management skills - working weekends would be essential (SAT & SUN Mornings)
- Be able to communicate to the highest level, listen, interpret and convey information in a clear and accurate manner, provides timely delivery of information and selects the most appropriate method of communication.
- Work within a team environment, co-operates with others, considers the needs of others and helps others to achieve objectives.
- Able 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.
- Resilient with the ability to maintain professionalism and a calm demeanor at all times.
- Excellent IT skills (including excellent MS Office – word, excel, PowerPoint).
- Able to work to tight deadlines.
- Be able to adhere and communicate the Club's brand values to stakeholders whenever the opportunity arises.
- A commitment to continuing professional development, when and where needed.
- Possess a good Basic Knowledge of your local region's clubs and players, contacts.
- A full clean driving license.

### Role Requirements

- 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 Role Profile 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, casual workers and volunteers. Leicester City Football Club opposes all forms of unlawful and unfair discrimination. Please refer to our Equality and Diversity Policy for further information.*

Postholder Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Director Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_