JOB OPPORTUNITY
HEAD OF ACADEMY RECRUITMENT

We are looking for an experienced U6s – U23s Head of Academy Recruitment to implement and manage the recruitment process across all phases of the player pathway.

Reporting to the Director of Football Performance, you will be based at the Nigel Doughty Training Ground.

| Key Tasks & Responsibilities | • By working as a team with all Academy staff, you will facilitate recruitment at all age groups.  
|                              | • You will collate subjective and objective data and appropriate information to support the Academy recruitment process at the club.  
|                              | • You will be responsible for building a network of Academy scouts and contacts both locally and nationally. To identify training gaps and to provide adequate training, support and direction to scouts on a day to day basis to ensure that they carry out their role effectively.  
|                              | • You will manage the Academy’s database to accurately record potential Academy players.  
|                              | • Using your skills and experience, you will gather market intelligence to feed into the recruitment process, which assists the decision making on players.  
|                              | • You will work with the U17/U23 Head of Recruitment and U9-U16 Head of Recruitment to review and update the Recruitment Philosophy, policies, procedures and protocols in line with the Academy.  
|                              | • You will oversee the recruitment of players into our Academy locally, nationally and internationally.  
|                              | • In accordance with the needs of the Academy, you will ensure that all scouting reports are produced, collated and correctly filed for reference.  
|                              | • You will be responsible for supporting and maintaining a programme for Academy players who are on loan at other clubs, identifying concerns and to provide additional support appropriately.  
|                              | • You will regularly report on Academy recruitment activity to the Academy Management Team.  
|                              | • With clear and firm communication skills, you will contribute to the decision-making process when signing, retaining and releasing players.  
|                              | • You will work closely with the Academy staff to develop and maintain a retention strategy to protect our best playing assets.  
|                              | • You will be responsible for monitoring scouting reports and follow up on any players identified.  
|                              | • Oversee the development of strong relationships with local clubs, schools and community groups to identify players.  
|                              | • Develop strong links with other professional clubs as part of the recruitment strategy to identify and recruit players.  
|                              | • Assisting the Director of Football Performance, you will manage the recruitment budget and scouts’ expenses.  
|                              | • You will be responsible for managing the Recruitment Section ensuring that all players are being monitored and tracked accordingly.  
|                              | • To promote the reputation of the Club through networking with clubs and contacts that will enable the Club to achieve its objectives.  

| Qualifications, Skills, Knowledge & Experience | Essential | • Must hold (or actively working towards) the FA Level 4 in Talent Management, Strategy and Leadership in Football Qualification.  
|                                               | • Must have extensive knowledge of the Elite Player Performance Plan and current Premier League Youth Development Rules and Regulations.  
|                                               | • This role will have regular contact with children, and it is therefore required by law to have a DBS Enhanced Criminal Record.  
|                                               | • Must have completed and obtained a certificate in FA Safeguarding.  
|                                               | • Must hold a FA Emergency Aid or BFAS Certificate. }
- Must hold a valid full UK driving licence.
- Must be able to work effectively under own initiative and also as a member of a team

**Desirable**
- Previous experience in managing a department.
- Excellent decision-making skills and remain calm and professional under pressure.
- Ability to multitask in a fast pace, ever changing environment.
- Able to prioritise and anticipate your workload.
- Have a pro-active and enthusiastic approach with a can-do attitude.
- Have knowledge and understanding of the catchment area surrounding Nottingham Forest Football Club.
- Have knowledge and established relationships with local clubs, leagues, schools and district teams surrounding Nottingham.

**Other**
- The salary band for this role is £27,000 - £30,000.
- This job is a full-time, permanent contract with a notice period of 3 months.
- You may be asked to undertake additional duties to those above, either on a temporary or permanent basis, which the Club reasonably believes you are capable of carrying out, or for which you will be trained.
- Relevant professional, ethical and health and safety standards apply.
- You will be required to demonstrate your commitment to equality, inclusion and anti-discrimination, at all times, including attending relevant training as and when required.
- All members of staff are responsible for the safeguarding of children and vulnerable adults.

**To Apply**
- Application is via CV with a one page covering letter to jobs@nottinghamforest.co.uk
- Closing Date: **21st December 2020**
- Please include your name and the title of the role in the email subject bar on application

**Equal Opportunities Commitment**
Nottingham Forest Football Club is an equal opportunities employer and welcomes applications from all suitably qualified persons, regardless of age, disability, gender, gender reassignment, marital / civil partnership status, pregnancy / maternity leave, race, religion/belief, sexual orientation, or any other legally protected characteristic.