



HEAD OF ACADEMY RECRUITMENT

Reporting to:	Academy Manager
Hours of work:	Minimum 15 hours per week. Flexibility in this post will be required to meet the needs of the position. Weekend work is required.
Salary:	Competitive

JOB DESCRIPTION

Purpose

The purpose of the Head of Recruitment is to oversee the recruitment of the entire Academy from under 8s to under 19. The role will co-ordinate a scouting network aimed at recruiting the best players from the local area as well as nationally and internationally at the youth and professional development phase.

Main Responsibilities

- Organise and implement a scouting network in the local area covering as much of the JPL and other Local Leagues as much as deemed each week
- Build a network of contacts regionally and nationally
- Oversee the development centre programme which feeds the Academy
- Build relationships with local schools and teachers
- Build relationships with local clubs and coaches
- Abide by the clubs code of conduct in the staff handbook
- Ensure all scouts follow the clubs policy, practices and procedure for approaching players
- Undertake any necessary paperwork related to recruitment.
- Encourage scouts to attend Academy training nights to fully understand the required playing level, culture and philosophy.
- Member of the clubs Academy Management Team
- Work with a multi-disciplinary approach across all departments of the Academy

Skills and Knowledge Required

- Possess the minimum Level 2 License
- Must possess a relevant FA recognised Talent ID qualification
- Prepare to work for self advancement
- Must be able to communicate with coaches in the Academy.
- Have a sympathetic yet disciplined approach
- Motivate scouts to find and recruit the best players
- Be enthusiastic