



## Head of Academy Recruitment

### Job Description

<b>Job Title</b>	<b>Head of Academy Recruitment</b>
<b>Department</b>	Academy
<b>Reports To</b>	Academy Manager
<b>Direct Reports</b>	None
<b>Key Contacts</b>	Internal – Academy Players, Academy Manager, Lead Academy Coaching Staff, Part Time Coaching Staff, Lead Academy Physio, Lead S&C Coach, Academy Operations Manager External – Opposition Club Coaches, Opposition Scouts, Parents,
<b>Budgetary Responsibilities</b>	None
<b>Location</b>	Based at Shephalbury Sports Academy, Broadhall Way, Stevenage, Hertfordshire SG2 8NP
<b>Hours</b>	37.5
<b>Job Purpose</b>	To have a passion in Talent Identification and Youth Development. Candidates should hold the FA Talent ID Award with a strong passion for technical and tactical trends in football, high awareness of current best practice and theories in Talent Identification at all Academy age groups in both the UK and Europe and thrive on football analytics. Meticulous attention to detail will be important in many areas including ensuring EPPP and scouting protocols are met.
<b>Remuneration</b>	Based on experience



<b>Role Responsibilities &amp; Key Duties</b>	
<b>1</b>	The Identification of talent that meets the needs of The Academy.
<b>2</b>	Develop and maintain the local & regional scouting network for the recruitment of players across the academy.
<b>3</b>	Multi-disciplinary communication to ensure our recruitment strategy is in line with Academy and club requirements
<b>4</b>	The recruitment, development and management of our Talent ID staff.
<b>5</b>	Administration, monitoring of all documentation and data and ensure that the Performance Management Application is completed in line with EPPP requirements
<b>6</b>	Build key relationships with grassroots clubs, local leagues, schools, county and international associations.
<b>7</b>	Work in partnership with the Community Trust to enhance community relationships.
<b>8</b>	To organise and respond to all communications for trial requests in a professional way befitting of a Professional Football Club
<b>9</b>	Communicate regularly with relevant coaches to ensure appropriate recruitment decisions are made.
<b>10</b>	Liaise with the Academy Manager and Lead Phase Coaches with regards to the identification and signing of talented youth players and their introduction into the Academy.
<b>11</b>	Contribute to the observation of Academy players on loan when required.
<b>12</b>	Attend all Academy Management Team Meetings.
<b>13</b>	Attend any fixture that is assigned to you by The Academy Manager.
<b>14</b>	Communicate with parents and guardians
<b>15</b>	To liaise with the Academy staff and keep regular reports on the progress of Academy players with regards to retention and release
<b>16</b>	To undertake CPD organised by the club and maintain necessary FA In-Service training
<b>17</b>	To manage and keep up to date monitoring, tracking, reporting and recommendation procedures for youth players using the Kitlab software.
<b>18</b>	To ensure player reports cover all dimensions of performance and potential, technical, physical, psychological and social. Monitor these reports and keep key staff updated
<b>19</b>	To recruit and manage the Enfield Development Centre.
<b>20</b>	To work in collaboration with the Academy Manager on the long-term success of the academy.



## Head of Academy Recruitment

### Person Specification

Qualifications		Essential	Desirable
1	FA Talent Identification Award	✓	
2	Basic First Aid for Sport		✓
3	Safeguarding & Child Protection	✓	
4	Sports Coaching/Science or Sports Management Degree		✓
5	Current DBS Certificate		
Skills, Knowledge & Experience			
8	Extensive knowledge and experience of the football industry and regulations governing players and recruitment	✓	
9	Knowledge of the local catchment area and the structure and organisation of club and school football for the recruitment of players	✓	
10	Experience of a leadership role in Academy recruitment		✓
11	A proven record of successfully identifying and recruiting talented young players across all phases of Academy football	✓	
12	Understanding of the Elite Player Performance Plan (EPPP)		✓
13	Experience of scouting & talent identification processes and procedures	✓	
14	IT skills to include the ability to use Performance Management Application (PMA) software and Microsoft Office (Excel, Word and Outlook)	✓	
15	Excellent interpersonal and communication skills	✓	
Attitude/Behaviours			
17	Ability to work under pressure and to tight deadlines	✓	
18	A genuine team player	✓	
19	A reliable individual	✓	
Personal Qualities			
20	Displays a high level of discretion	✓	
21	Personable with an ability to build individual relationships	✓	
22	Hardworking and enthusiastic	✓	
23	Empathetic to young players	✓	
24	Ability to adapt to changing circumstances	✓	
25	Loyal and committed	✓	



## **Safeguarding Statement**

Stevenage Football Club is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared”.

Relevant information and / or documents will be distributed as part of the recruitment process.

## **BAME Declaration**

The English Football League has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethnic (BAME) backgrounds. New regulations require clubs to shortlist at least one suitably qualified BAME candidate (where an application has been received) for all roles in Academy football that require a UEFA A or UEFA B Licence.

As part of the application process, you will therefore be asked to declare your ethnicity.

## **E & D Statement –**

Stevenage Football Club is an equal opportunities employer and staff will be regarded equally and will be given equal opportunities irrespective of sex, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin.

Further training on Anti-Discrimination and Inclusion is available to all.