

Job Description

Job Title	Head of Academy Recruitment
Line Manager	Academy Manager
Business Area	Academy
Location	Poolfoot Farm
Job Purpose	To attend games of all age groups and co-ordinate a team of scouts in ensuring the best talent is identified, reported on and recruited, in line with Fleetwood Town football club.

Main Responsibilities and Key Result Areas

Main Responsibilities and Key Result Areas:

- Strategic approach to Recruitment, managing and co-ordinating a team of scouts in a resourceful and meaningful way.
- Be proactive in attending matches across all age groups, identifying the priority age groups and positions to look for.
- Co-ordinate a team of scouts in ensuring all trialists are managed effectively when attending the Academy.
- To work in conjunction with Academy Management & Lead Phase Coaches to ensure Recruitment is a driving force within the Academy.
- Ensure all trialists and parents receive a formal induction and feedback is provided throughout the trial period, with necessary paperwork and registration completed.
- To develop a network of contacts in youth football.
- Continually monitor and reflect on the performance of the Recruitment department.
- To hold and attend regular meetings regarding Academy recruitment and Management team meetings held by the Club.

- Ensure administrative tasks related to the role are completed weekly, including general organisation, recording of games watched, player reviews and weekly reflections through the PMA and other systems.
- Attend at least five hours of FA in-service training per year and ensure qualification maintenance requirements are kept up to date.
- Take responsibility for your own professional development by accessing development opportunities provided by governing bodies and external organisations, supported by the Club.
- Act as a Safeguarding Champion, embedding a safe and inclusive environment for all young people, parents and staff.
- Comply with health and safety requirements in line with the clubs health and safety policy

The tasks and responsibilities listed are not exhaustive and are a guide to core service delivery. These duties are subject to periodic review and may be amended to meet the changing needs of the business.

Responsibilities of All Employees

The post holder is expected to;

- Carry out other similar reasonable duties according to the business needs.
- Undertake any training relevant to the requirements of the role.
- Comply with health and safety procedures and safe working practices.
- Adhere to data protection procedures, ensuring that sensitive business data remains confidential.

Safeguarding

Fleetwood Town Football Club, Academy and Community Trust is committed to safeguarding, as far as reasonably practicable, the welfare of children, young people its workforce and vulnerable groups. The Club expects all staff, players, volunteers, contractors, partners and guests to share this commitment and believes that all staff, players, volunteers, contractors and guests have a responsibility to report any concerns to the Club should they be concerned about the welfare of any child, young person or vulnerable adult.

As part of this role, the post holder is responsible for adhering to all safeguarding policies and protocols set out by the Club (see all relevant policies below) and must always conduct themselves in a professional manner when representing the Club. This means adhering to the Club and EFL guidelines in maintaining the Safeguarding and welfare of young people and vulnerable adults, both within their care and within their vicinity.

The Club operates under the guidance of a number of Safeguarding policies which can be found on the website here:

[Club Policies - Fleetwood Town \(fleetwoodtownfc.com\)](https://www.fleetwoodtownfc.com)

The Club will appropriately induct the post holder in to the Club, as well as the Club's safeguarding policies and protocols, and will clearly outline the roles and responsibilities required as part of their role. This



includes ensuring the post holder is appropriately qualified in safeguarding and receives regular CPD, to maintain consistency with the Club and their staff.

In line with the Club safeguarding policies and protocols, the post holder agrees to report any concerns into the Academy designated safeguarding officers in writing;

DSO 1 – Tim McDermott - tim.mcdermott@fleetwoodtownfc.com

DSO 2 – Danny Morville – Daniel.morville@fleetwoodtownfc.com

DSO 3 – Jack Higgins – jack.higgins@fleetwoodtownfc.com

Declaration

I agree to the terms of the new job outline and understand that this may be changed in relation to the future needs of the organisation and that I will be fully consulted regarding any changes.

Employee (Print) Ben Ascroft **Signature** _____ **Date** _____

Line Manager (Print) Jack Higgins **Signature** _____ **Date** _____