

ACADEMY HEAD OF RECRUITMENT
JOB DESCRIPTION

Job Description	
Job Title	Head of Academy Recruitment
Salary	Commensurate with experience
Hours of Work	Based on a zero hour contract, hours to be agreed. In addition, you may be required to work evenings, weekends and on bank holidays and on public holidays for match days and other business events
Location	The Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR
Line Manager	Academy Manager
Responsible to	Academy Manager
Responsible for	Overseeing the recruitment of players and the development and co-ordination of scouts within the Academy
Contractual Status	Fixed Term till 31 May 2020
Job Share	Not suitable for job share
Overall purpose of the Role	Recruit players that fit the Burton Albion Academy Philosophy of developing Fearless, Passionate Hardworking players who are purposeful in possession and resilient in defence whilst being well rounded young men.
Duties and responsibilities	<p>Co-ordination and recruitment (with the Academy Manager) of Academy Scouts</p> <p>Implementing the Scouts Code of Conduct and monitoring Scout qualifications (including DBS checks)</p> <p>Conduct Scout meetings and in-house training</p> <p>Formulating, organising and monitoring Academy Scout activity plans and reports</p> <p>Managing all stages of a player's recruitment from identification to registration (with Academy Secretary/Lead Phase Coaches/Academy Manager)</p>

	<p>Co-ordination and delivery of review meetings for academy scouts</p> <p>Regular communication with the Lead Phase Coaches on the recruitment of 9-16's players within the Academy</p> <p>Regular communication with the Lead Professional Development Phase Coach (u18s)</p> <p>Preparation and maintaining databases of players, reports, and meetings</p> <p>Any other recruitment-based task the Academy Manager believes appropriate</p>
Club General	<p>The Employee must at all times carry out his/her responsibilities with due regard to the Burton Albion Football Club policies and procedures in particular Health & Safety, Financial Authorisation, Confidentiality and with regard to the Data Protection Act</p> <p>The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers</p> <p>This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation</p> <p>All employees may be required to undertake any other duties as may be responsibly requested</p>
Qualifications	<p>Safeguarding certificate</p> <p>Full driving licence</p> <p>Enhanced DBS Disclosure</p> <p>FA Talent ID Certificates (Level 1 essential, Level 2 or 3 preferable)</p>
Experience	<p>Experience in relationship building and communication with a variety of people and groups including grassroots club key staff, professional club's Academy key staff, player's parents, young players and coaches</p> <p>Experience and understanding of Safeguarding and Welfare of players and staff</p> <p>Excellent organisation, data recording and project planning skills</p> <p>A background/fulltime experience in professional football development and recruitment</p>