

Cambridge United Football Club



Job Description

Job Title	Head of Academy Recruitment
Reporting to	Head of Football & Academy Manager
Location	Based at the Football Club Main Offices and the clubs training ground(s)
Key Objectives	To be responsible for the identification of players that meet the needs of the Academy across all phases in the performance pathway
Contract	Permanent
Hours	This is a full time role requiring flexibility to work evenings and weekends, as well as occasional bank holidays.

Role Accountabilities & Key Duties	
1	Develop, implement and maintain working policies for the Talent ID and Recruitment staff in line with EPPP requirements and the Academy Football Philosophy
2	Be responsible for all recruitment between the ages of U7-U18 and ensure good communication and working relationship with the Head of Recruitment
3	Develop and maintain key relationships with professional and grassroots clubs, organisations, local leagues, schools and county associations
4	Support CUFC Youth Development's football programme and monitor players within these programmes
5	The recruitment, development and management of Talent ID staff
6	Work with the Academy Operations Manager to ensure all correct administration and procedures are followed in relation to Academy trialists
7	Communicate regularly with relevant coaches to ensure appropriate recruitment decisions are made
8	Work with an Academy age group when assigned within the training and games programme and using the Academy coaching curriculum
9	To ensure the Academy Philosophies and Values are adhered to by coaches, players and parents within the Foundation Phase, Youth Development Phase and Professional Development Phase
10	To undertake personal CPD as appropriate to meet the demands of the role
11	To manage all administrative tasks related to the role, including general organisation, recording of sessions, recording of games, uploading of player reports, player performance clocks and player reviews
12	To ensure that the costs of Academy and Pre-Academy operations do not exceed the budget as outlined by the Head of Recruitment.
13	To represent the Academy Scouting and Recruitment department at Academy management meetings and to ensure that the department is represented at the Academy weekly update meeting
14	To attend meetings as directed by the Head of Football and Academy Manager
15	To undertake other appropriate duties as directed by the Head of Football or Academy Manager
16	To work closely with the appropriate Academy departments to ensure the operation runs effectively and that a multi-disciplinary approach is followed
17	Any other scouting requirements and general duties as directed by management
18	To assist in the monitoring of players within the Professional Development Phase whilst on loan

General Duties & Accountabilities	
1	To support CUFC in its aims and objectives at all times

2	To ensure compliance with health and safety and all other relevant club policies
3	To keep any information regarding the club and its personnel confidential where appropriate
4	To represent CUFC in a professional manner at all times
5	To maintain a flexible approach to work at all times
6	To undertake other duties and responsibilities as required from time to time
7	To promote best practice in safeguarding and create an environment that is safe for children and young people
8	To report safeguarding concerns through the correct channels
9	To ensure that any safeguarding training and certificates are kept up to date

Qualifications		Essential	Desirable
1	Talent ID Level 2 Qualification	•	
2	Talent ID Level 3 Qualification		•
3	Member of the FACC		•
4	Knowledge and understanding of child protection issues including holding a valid FA Safeguarding Children workshop certificate	•	
5	Valid enhanced FA DBS CRC (Criminal Background Check) or willing to undertake if successful	•	
Skills, Knowledge and Experience		•	
1	Extensive knowledge of the football industry	•	
2	Extensive knowledge of the rules and regulations governing players and recruitment within EPPP guidelines	•	
3	An excellent network of contacts	•	
4	Proven ability to work to tight deadlines and prioritise workload	•	
5	Excellent IT skills to include excel, word, power point and database experience	•	
6	Good overall level of numeracy and literacy	•	
Attitude/Behaviours		•	
1	A 'can do' attitude	•	
2	Lead and manage people effectively	•	
3	A real 'team player'	•	
Personal Qualities		•	
1	Excellent interpersonal and communication skills	•	
2	Proactive attitude within the role	•	
3	Excellent organisational skills	•	
4	Takes responsibility for ensuring a high quality of work is carried out	•	