



## Job Description

<b>Job Title:</b>	Head of Academy Recruitment
<b>Reports to:</b>	Academy Manager
<b>Salary:</b>	£25,000
<b>Hours:</b>	Full time

### Role Summary:

The role of the Head of Academy Recruitment is to be responsible for the identification of players that meet the needs of the Academy across all phases in the performance pathway

### Key Job Outcomes:

- Develop, implement and maintain working policies for the Talent ID and Recruitment staff in line with EPPP requirements and the Academy Football Philosophy
- To be responsible for all recruitment between the ages of U9-U20 and ensure good communication and working relationships with the whole recruitment department
- Develop and maintain key relationships with professional and grassroots clubs, organisations, local leagues, schools and county associations
- To support the recruitment, development and management of Talent ID staff
- Work with the Academy Operations Manager & Talent ID Officer to ensure all correct administration and procedures are followed in relation to academy trialists
- Communicate regularly with relevant coaches to ensure appropriate recruitment decisions are made and succession planning is followed through
- 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
- Management of Talent ID Centres across all age ranges
- Create Player Liaison environment for newly signed Academy players at 1<sup>st</sup> team games along with family
- Play a large role in Player Exit/Transition strategies
- To undertake personal CPD as appropriate to meet the demands of the role
- 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
- To represent the Talent ID & Recruitment department at Academy management meetings and to ensure that the department is represented at the Academy weekly update meeting
- To attend meetings as directed by the Academy Manager
- To undertake other appropriate duties as directed by the Academy Manager

### General Accountabilities

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace
- Work in compliance with the Codes of Conduct, Regulations and policies of the Club, and its commitment to equal opportunities
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards

### Key Skills

- Good team player
- Calm and flexible approach with good interpersonal/listening/communication skills
- Confidential with a commitment to quality and continuous improvement

*Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.*

*Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment*

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.