



JOB DESCRIPTION

JOB TITLE	Academy Head of Talent Identification and Recruitment
LOCATION	Wrexham AFC, STōK Cae Ras, Mold Road, Wrexham, LL11 2AH
REPORTING TO	Academy Manager
DIRECT REPORTS	Academy (and Club) Scouts
JOB TYPE	Full Time, must be prepared to work outside of normal office hours, at evenings, weekends, on bank and public holidays to cover for match days and other club events as required.
SALARY	Competitive, based on experience
CLOSING DATE	July 12, 2023

JOB PURPOSE

Responsible for the direction and strategic plan for talent identification and recruitment into the Academy.

Create, manage and direct a team of recruitment staff (Scouts) to produce excellent results in player recruitment across the Academy performance pathway.

MAIN RESPONSIBILITIES

- Work with coaching staff to identify target positions for each age group throughout the Academy
- Assess fixtures across professional Academy programmes and grass roots football assigning scouts accordingly
- Act on information promptly and make decisive decisions to be primary club of choice for players
- Provide coaching staff with specific information on incoming players and monitor regularly throughout initial trial
- Work closely with Academy player profiles to bring in players who can be developed within our coaching programme
- Produce statistics and further relevant data of recruitment performance on a regular basis to the Academy Manager
- Work closely with Academy Manager to set targets for recruitment staff and monitor their performance on a regular basis
- Lead regular recruitment staff meetings assessing KPIs for areas to develop
- Attend all player progression meetings through the pathway and advise on recruitment opportunities at all age groups
- Ensure any players are inducted prior to arriving at the club and all administration is completed to the standards set out by the club and EFL/FAW
- Further develop own knowledge and qualifications throughout employment keeping up to date with the latest trends and strategies
- Build and maintain a network of contacts across all key target clubs and areas including grassroots and Academy football
- Forge strong links with local grassroots football, Wrexham AFC Community Trust and Schools in the local area
- Conduct mid-trial and end of trial reviews with coaches in a formal process for players and parents
- Work closely with Head of Academy Coaching regarding succession charts for the Academy looking at long term objectives and targets
- Create detailed databases of players across all age groups to accurately record potential Academy players

HEALTH & SAFETY RESPONSIBILITIES

- Take responsibility and care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.
- To comply with all aspects of the Club's Health & Safety Policy and arrangements, to enable the company to perform its civil and statutory obligations in relation to Health & Safety.



EXPERIENCE/QUALIFICATIONS REQUIRED

- Hold (or actively working towards) the FA Talent ID Level 2 qualification
- A current FA/FAW Safeguarding Children Workshop Certificate (or willingness to complete within 1 month of appointment)

PERSONAL SPECIFICATION - SKILLS/ABILITIES REQUIRED

- Excellent knowledge and understanding of recruitment strategies and Academy rules
- Strong network of contacts throughout the UK relevant to the recruitment of Academy players
- Outstanding communication skills with a view to being able to speak with parents, coaches, players and contacts
- Strong organisational skills and competent in administrative duties.
- Enthusiasm for the role and a proactive thinker who always looks for opportunities to improve and enhance the recruitment strategy
- A dynamic, hardworking individual that is able to relate to all staff members and participants engaged in Academy activities
- Is receptive to feedback about own behaviour, strengths and areas for improvement that identifies improvement strategies relating to Academy recruitment activities
- Displays a high level of confidentiality and transparency and is able to contribute to team meetings in a professional manner
- Committed to, and an understanding of, equality and diversity in sport
- Flexible approach to meet the nature and demands of the business



CLUB VALUES

Code of Conduct

Wrexham Football Club expects the highest standards of integrity and conduct in all matters concerning the Club and its employees. The Code of Conduct makes clear the standards of conduct expected from its employees and explains the responsibilities of the Club, as the employer. All employees are expected to always act wholeheartedly in the interests of the Club. Any conduct detrimental to its interests or its relations with its customers, suppliers, the public or damaging to its public image shall be a breach of Club rules and policies. Discriminatory, offensive, and violent behaviour are unacceptable, and any complaints or concerns will be dealt with and acted upon.

Equality, Diversity & Inclusion

Wrexham Football Club are committed to ensuring that equality, inclusion, and diversity of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the Club that no person, whether player, job applicant, employee, volunteer, or customer, shall be discriminated against. The Club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage & civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.

The Club is fully committed to the EFL Equality, Diversity & Inclusion Standards and as we are under represented in these areas; we particularly welcome 'entry level' applications from women, individuals from Black and Minority Ethnicities, the LGBT community and anyone with a disability.

Safeguarding and Safer Recruitment

Wrexham Football Club are committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the club and believes that the general wellbeing, welfare and safety of all children and vulnerable adults engaged in club activities is of the utmost importance. The Club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters – including Safer Recruitment - carried out in a spirit of partnership and openness with the child or vulnerable adult, families, and the relevant local authority.

Having a criminal record will not necessarily bar a potential candidate from working with the Club. This will depend on the nature of the position and the circumstances and background of the offence(s) committed. As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's suitability for positions of trust, the Club complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. Potential applicants need to check on the government website (<https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give>) whether cautions / convictions should be disclosed as part of their application.

How to apply:

To apply, download and complete an application form. Completed forms should be emailed to vacancies@wrexhamafc.co.uk.

NO AGENCIES PLEASE.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

This role profile is not exhaustive, it will be subject to periodic review and may be amended to meet the changing needs of the business.