

# Academy Head of Recruitment (Part Time) Job Description

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| **Job Title** | **Academy Head of Recruitment (Part Time)** |
| **Department** | Academy |
| **Reports To** | Academy Manager |
| **Direct Reports** | , Head of Coaching YDP Phase lead, FDP Phase lead |
| **Key Contacts** | Internal – Academy Players, Academy Manager, Academy Head of Coaching, Academy Coaching Staff, Lead Academy Physio, Lead S&C Coach, Head of Academy Recruitment, Academy Operations Manager  External – Opposition Club Coaches, Parents |
| **Budgetary Responsibilities** | None |
| **Location** | Lliswerry High School, Nash Road, Newport |
| **Hours** | 6 hours |
| **Job Purpose** | Responsible for the recruitment of players to enable Newport County AFC Academy to identify and recruit players with the potential to succeed in professional football. |
| **Remuneration** | Dependent on qualification and department. |

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| **Role Responsibilities & Key Duties** | |
| **1** | To lead a team of scouts |
| **2** | Identify and recruit players to NCAFC Academy, and girls development centre |
| **3** | Responsible for recruitment and training of Club Scouts |
| **4** | Build relationships with Key stakeholders in the market place, agents, clubs etc |
| **5** | Translate a recruitment strategy into specific actions and regular targets |
| **6** | To provide relevant feedback to line management as required |
| **7** | Ensure compliance with all relevant club policies including health & safety and safeguarding policies |
| **8** | To ensure compliance with all relevant, legal, regulatory ethical and social requirements including EEEP |
| **9** | To build and maintain good working relationships both internally and externally always maintaining a professional image when representing NCAFC football club |
| **10** | To keep confidential any information gained regarding the Club and it’s personnel |
| **11** | To contribute to the recruitment & trial process of the programme if/when required |
| **12** | To maintain a flexible approach to work at all times |
| **13** | To attend all Academy meetings where applicable |
| **14** | To undertake appropriate CPD in line with EFL rules and regulations |
| **15** | To complete any other duties as deemed reasonable by the Academy Manager or Phase Lead |



**Academy Age Group Coach (Part Time) Person Specification**

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| **Qualifications** | | **Essential** | **Desirable** |
| **1** | FA Talent ID Level 2 |  |  |
| **2** | FA Talent ID level 1 |  |  |
| **3** | UEFA B licence outfield award |  |  |
| **4** | Recognised First Aid Qualification (Emergency Aid) |  |  |
| **5** | FA Basic First Aid for Sport (BFAS) or FA Intermediate First Aid for Sport (IFAS) |  |  |
| **6** | DBS check |  |  |
| **Skills, Knowledge & Experience** | |  |  |
| **9** | Extensive knowledge and experience of the role and the position |  |  |
| **10** | Excellent at creating structure and running processes |  |  |
| **11** | Outstanding people skills |  |  |
| **12** | Ability to build relationships |  |  |
| **13** | Experience of scouting & talent identification processes and procedures |  |  |
| **14** | IT skills to include the ability to use Performance Management Application (PMA) software and Microsoft  Office (Excel, Word and Outlook) |  |  |
| **Attitude/Behaviours** | |  |  |
| **16** | Ability to work under pressure and to tight deadlines |  |  |
| **17** | A genuine team player |  |  |
| **18** | A reliable individual |  |  |
| **Personal Qualities** | |  |  |
| **19** | Displays a high level of discretion |  |  |
| **20** | Personable with an ability to build individual relationships |  |  |
| **21** | Hardworking and enthusiastic |  |  |
| **22** | Empathetic to young players |  |  |
| **23** | Ability to adapt to changing circumstances |  |  |
| **24** | Loyal and committed |  |  |

# Safeguarding Statement

Newport County AFC is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared”.

Relevant information and / or documents will be distributed as part of the recruitment process.

# BAME Declaration

The English Football League has introduced positive action measures aimed at tackling the under- representation of coaches and managers from Black, Asian and Minority Ethic (BAME) backgrounds. New regulations require clubs to shortlist at least one suitably qualified BAME candidate (where an application has been received) for all roles in Academy football that require a UEFA A or UEFA B Licence.

As part of the application process, you will therefore be asked to declare your ethnicity.

# E & D Statement –

Newport County AFC Academy is committed to providing services which embrace diversity and that promote equality of opportunity.

Application

To apply please complete the NCAFC application form no C.V’s will be accepted and email your application to [Academy.admin@newport-county.co.uk](mailto:Academy.admin@newport-county.co.uk)

The application deadline will close on Friday 11th November 22, 5pm with no applications being considered after this date