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| Job Title | Pre-Academy Recruitment Officer |
| Reporting to | Head of Recruitment |
| Location | Academy/ Training Ground |
| Line Management Responsibility | N/A |
| Main Purpose | West Bromwich Football Club is seeking a self-motivated, flexible and reliable candidate for the role of a pre-academy recruitment officer. The role requires someone who has experience identifying and recruiting players in the 6-9 age groups. This role provides a vital part of the Academy environment and has great value in the development of young people. Working Hours Full Time which may include evening. |
| Working Hours | Full time which may include evenings, weekends and bank holidays as required and in line with business needs. |

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| DUTIES & RESPONSIBILITIES | | |
| Your main responsibilities for this role include, but are not limited to the following:   * To develop relationships and coordinate the work of all scouts locally in the pre-academy area. * To maintain and update all relevant policies to Recruitment and Scouting. * To liaise with other academy members of staff to ensure all trialists are managed effectively whilst * attending the academy. * To provide appropriate feedback to all trialists and parents. * To ensure all trialists and parents receive a formal induction meeting and receive the necessary * paperwork and information. * To ensure any development centres are managed appropriately. * To ensure all scouts receive appropriate training (minimum of 3 CPD events per season) and a formal * induction pack in line with the Recruitment Strategy of the Academy. * To ensure all scouts within the age groups have a full DBS and Safeguarding training. * To maintain relevant qualifications of all scouts including the FA Talent Identification Course * To ensure all scout activity plans are updated on a weekly basis * To ensure that there is structured recruitment strategy documented. * To work in conjunction with the Foundation Phase coaches and Lead Pre-Academy coach to ensure * an effective programme is put in place for pre-registered academy players. * To ensure all paperwork is completed in line with the relevant rules and regulations of the * appropriate governing bodies. * To ensure the Academy Performance Plan underpins the work of the department. * To contribute positively to the Clubs vision and culture * To promote and adhere to the Equality, Diversity and Inclusion Policy and to work consistently to embed ED&I into everything. * To ensure the working environment is free from harassment and discrimination and any other form of unacceptable behaviour. * To fully participate in one-to-ones and departmental reviews and meetings. * To fully participate in annual and mid-term appraisals. * To understand the Club’s Safeguarding policy, procedures and best practice guidelines and use these to ensure appropriate and safe working practices applicable to the role. * To promote and assist with Safeguarding. * To carry out CPD and keep up to date with any training and updates relevant to the role. * To ensure the health & safety within the Club for self and others is adhered to at all times. * To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding. * To fully support and participate as requested in the Clubs internal group activities for EDI, sustainability and wellbeing. * To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.   The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands. | | |
| PERSON SPECIFICATION | | |
| Essential Criteria | | **Desirable Criteria** |
| * Have previous coaching experience in an Academy or Elite football environment and knowledge of the EPPP and the PMA system * Hold the following qualifications as a minimum: Talent ID Level 2. * Safeguarding and Protecting Children (acquired before starting role) * DBS clearance (acquired before starting role) * Be organised and have good time management skills with a flexible attitude to work * Have a personable approach to efficiently deal with young footballers and their parents * Full driving license and use of own vehicle * Be able to work independently and proactively * Highly organised and methodical approach to workload * Confidential and diplomatic * Excellent communication skills both written and verbally * Full driving license * Right to Work in the UK | * UEFA B License | |

**Equality and Diversity**

West Bromwich Albion FC is an equal opportunities employer and is committed to provide equality and fairness for all employees and opposes all forms of unlawful and unfair discrimination and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

West Bromwich Albion Football Club also welcomes applications from suitably qualified members of the armed forces family.

**Applications will only be accepted when received through our online vacancy platform iRecruit:**

[**https://irecruit.efl.com/vacancies**](https://irecruit.efl.com/vacancies)

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| **Signed** | **Name** | **Date** |
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**Safer Recruitment**

West Bromwich Albion is committed to safeguarding and promoting the welfare of children, young people and adults at risk, therefore expects all staff and volunteers to share this commitment.

WBA’s Safeguarding, Equality and Whistleblowing policies can be accessed here <https://www.wba.co.uk/club/about-us/club-policies>

It is unlawful for the Club to employ anyone who is involved with regulated activity who is barred from doing so and we will carry out rigorous pre-employment checks and screening.

An Enhanced DBS, References, Qualifications, Proof of Identity and Right Work in the UK checks will be required and carried out prior to commencement in this post.