

BURTON ALBION FC

PIRELLI STADIUM · PRINCESS WAY · STAFFORDSHIRE DE13 0AR U.K.
01283 565938 · WWW.BURTONALBIONFC.CO.UK · COMPANY NO.488096



JOB DESCRIPTION

JOB TITLE	Head of Academy Recruitment
LOCATION	The Pirelli Stadium, Princess Way, Burton-on-Trent, DE13 0AR
REPORTING TO	Club Head of Recruitment
CONTRACT	Permenant / Fixed Term

Job Summary

As part of our continued growth, Burton Albion are seeking a Head of Academy Recruitment to lead the club's academy recruitment strategy across all age groups (U9-U18).

The Head of Academy Recruitment (HoAR) is expected to lead the identification and recruitment of youth players for the Club's Academy, overseeing all recruitment activity in line with FA, EFL, safeguarding, and Club regulations.

The HoAR is responsible for delivering the Academy Recruitment Strategy, managing and developing a network of scouts and partners, maintaining robust scouting systems and data, building strong networks, identifying emerging talent, and ensuring Burton Albion's recruitment processes are aligned with the club long-term vision.

Role Responsibilities

- Lead the identification and recruitment of players across all Academy age groups, ensuring delivery of a clear and aligned recruitment strategy.
- Work closely with the Head of Recruitment and Academy Manager to identify high-potential players and support long-term academy planning.
- Oversee the assessment, monitoring, and reporting of players, ensuring consistent and robust evaluation processes.
- Lead the end-to-end trial process, including identification, invitation, assessment, and decision-making in collaboration with key staff.
- Maintain an accurate and up-to-date recruitment database, including detailed scouting reports and target tracking.
- Attend matches, tournaments, and events to identify and assess emerging talent.
- Design and deliver a high-quality onboarding experience for players and parents, ensuring a smooth transition into the Academy.
- Ensure all recruitment activity complies with FA, EFL, EPPP, and Club policies, including safeguarding and registration requirements.

The Albion Football Club (BOT) Ltd · Pirelli Stadium, Princess Way, Burton-on-Trent, Staffordshire DE13 0AR
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- Build and manage a strong network of scouts and key stakeholders across grassroots, schools, academies, and wider football networks.
- Contribute to the Academy Management Team, supporting the delivery of the Academy Performance Plan.
- Monitor and deliver against departmental KPIs, maintaining high professional standards at all times.
- Engage in ongoing CPD and complete all required FA in-service training.
- Undertake additional duties as required by the Academy Manager.

Qualifications/Experience/Knowledge

- FA National Talent Identification & Scouting in Football qualification
- Enhanced DBS check
- Strong understanding of the EPPP framework and EFL Youth Development Rules.
- Proven experience in youth scouting or recruitment within a professional football environment.
- Valid Safeguarding qualification
- Previous experience working within an Academy structure.
- FA Leadership of Talent Identification & Development in Football or FA Advanced Principles of Talent Identification & Development in Football qualification
- EFAiF qualification

Person Specification - Skills/Abilities

- Excellent knowledge of youth football structures and player pathways.
- Strong interpersonal and networking skills with the ability to build trusted relationships.
- Ability to work evenings and weekends in line with football schedules.
- MKnowledge of data-driven recruitment and performance analysis systems.
- Established contacts within local and national youth football networks.
- Good working knowledge of the Youth Development (YD) EFL Rules, ensuring that those relevant to the role are being met.
- Excellent leadership, communication, and organisational skills.

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.

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Safeguarding Responsibilities

- Adhering to safeguarding policies and procedures as outlined by the Club; and report any safeguarding or welfare concerns to the Designated Safeguarding Officer in the first instance.

Equality, Diversity and Inclusion responsibilities

- Hold a commitment to equality, diversity and inclusion in the workplace

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

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Code of Conduct

The Club expects the highest standards of integrity and conduct in all matters concerning the Club and its employees. The Code of Conduct (along with the Staff Handbook) 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 act wholeheartedly in the interests of the Club at all times. Any conduct detrimental to its interests or its relations with its customers, suppliers, the general public or damaging to its public image shall be considered to 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 Inclusion & Diversity

Burton Albion 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 we particularly welcome 'entry level' applications from women, individuals from Black and Minority Ethnicities, the LGBT community and anyone with a disability.

Safeguarding

Burton Albion is 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 upmost 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.

Potential applicants are advised 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.

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