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|  **Job Description & Person Specification** |



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| **Position Details** |
| **Position:**Head of Academy Recruitment | **Department:**Recruitment | **Reporting To:**Academy Manager |
| 1. **Overall Objective:** The Head of Academy Recruitment will be responsible for identifying and recommending players of the required standard for Crewe Alexandra Academy. They will have ultimate responsibility for the organisation, management and delivery of the Club’s policies and procedures for the recruitment of academy players between the ages of U9-U18.
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| **Job Description** |
| **Main Duties:*** To manage effectively and efficiently the operation of the Academy recruitment strategy in collaboration with Academy staff, working closely with the Academy Manager, Head of Coaching, Lead Phase Coaches and other key members of the MDT regarding the signing of potential players;
* To work closely with Pre-Academy and First Team recruitment staff;
* To oversee the Crewe Alexandra Emerging Talent Programme. This includes the training centre and any recruitment grassroots engagement events.
* Have responsibility for the recruitment and training of the Club’s scouts ensuring that they comply with the requirements regarding qualifications and both internal and external CPD;
* Ensure that all players/parents who attend the Academy on a trial bases are communicated with effectively during the duration of the trial period;
* To work closely with the Academy Secretary, ensuring all relevant registration paperwork is completed in line with YD rules and regulations.
* Manage and co-ordinate Academy Recruitment supporting staff and scouts to ensure there is a clear strategy for the recruitment of players both on a local, regional and possibly national scale;
* Review, update and implement the scouting reports in line with the Club player profiles, whilst ensuring all reports are completed by all recruitment staff;
* Management of systems, databases and processes for the recruitment department.
* Continually monitor the performance of the Club’s scouting network and players identified;
* Oversee the development of strong relationships with other football club’s ranging from grassroots, private academies and professional clubs both nationally and locally;
* Review and update recruitment “Succession Plans” on a regular basis, and ensure that all scouting staff are fully aware of these;
* To ensure the Club’s player target list Academy is updated and monitored on a daily basis in connection with the Club’s succession plan and specific age group requirements;
* Manage the Academy recruitment budget and scout’s expenses;
* Attend all relevant Club meetings, including AMT, MDT and Technical Board, whilst also implementing departmental meetings and in service training for scouts;
* Ensure self and others conduct themselves in a manner that adheres to, complies with and supports the Club’s policies and procedures in accordance with but not exclusive to Health and Safety, Equality and Diversity and other relevant legal, regulatory, ethical and social requirements.
* To maintain a flexible approach to work at all times.
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| **Person Specification** |
| **Essential*** Excellent IT skills and a clear understanding of the of EPPP/ Premier League/ EFL regulations;
* A dynamic, hardworking and enthusiastic individual who is personally committed to achieving agreed objectives;
* Excellent communication skills;
* Displays a high level of confidentiality in relation to the Club and its personnel;
* To ensure familiarity and compliance with and commitment to policies and procedures and other safeguarding documentation as appropriate; and
* The ability to raise awareness of safeguarding practices and create a culture of trust and inclusion.
* Proven track record of working within a Academy and/or elite performance setting;
* A proven record of accomplishment of being successful in the identification and recruitment of players across all age groups within an Academy system and professional game;
* Previous experience of managing and leading interdisciplinary teams and departments;
* Good knowledge and network of other contacts within football recruitment;
* Excellent knowledge and experience of the football environment in relation to the recruitment of players and the regulations that govern player recruitment;
* Knowledge and understanding recruitment practices at First Team and Academy level; and
* Good knowledge of Safeguarding/child protection policies and procedures;

**Qualifications** * FA Level 3 Talent Identification Award (Essential)
* FA Safeguarding Certificate (Essential)
* FA Emergency Aid Certificate (Essential)
* DBS check required: Yes (enhanced)

**Academy Values*** Honesty (having unquestionable morals based on fairness)
* Integrity (steadfastly adhering to the high moral principles put in place by the football clubs senior members of staff)
* Industry (working above and beyond)
* Innovation (creative thinking in order to drive the club forward)
* Fair Play & Sportsmanship (conduct befitting a Crewe Alexandra player and staff member including respect and graciousness in defeat)
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| **Role Requirements** |
| * To be able to work flexible hours which could include weekends, evening and Public Holidays
* To comply and promote the Club’s policies and procedures to include Safeguarding, Equality &Diversity and GDPR compliance
* To undertake required training including mandatory Equality and Diversity and FA Safeguarding
* This role is subject to completed FA Enhanced DBS check

This Job Description may be changed and/or amended at the discretion of the Club.Crewe Alexandra Football Club promotes equal opportunities in employment we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.**Deadline for applications is Monday 16th September**. Due to expected high volume of applicants, please assume that your application has been unsuccessful if you have not had any contact from the club 1 weeks post-application deadline**.** Applicants must be able to provide contact details for two written references upon request. Application form to be emailed to: Academy Manager, Aidan Callan acallan@crewealex.net |