



## Job Description & Person Specification

### Position Details

**Position:** Head of Emerging Talent

**Department:** Academy

**Reporting To:** Academy Managers

**Overall Objective:** To manage the player pathway groups and lead the identification and recruitment of emerging talent within our recruitment area, ensuring alignment with the Academy's vision, values, and long-term player development strategy.

### Job Description

#### Roles and Responsibilities:

- Head of Emerging Talent will ensure the clubs Recruitment strategy is overseen across the academy pathway from U8 to U18. Including managing and tracking of recruitment areas and successful scouts.
- Ensure a extensive coverage within Northampton to give the club the best chance of recruiting from its local area.
- Build up knowledge of the best players in own local area and present findings to the Academy Managers and/or Lead phase coaches.
- Build relationships with all professional clubs (cat 1 – cat 2) within our catchment area to ensure that we can act quickly when players become available.
- Attend fixtures on a daily/weekly basis proactively seek out fixtures to attend watching both grassroots and academy matches.
- Organise the group of volunteer scouts to ensure coverage across the recruitment area and that reports on players are being completed to support the identification process for NTFC provide updates on scouting outcomes to the Academy Managers.
- Identifying and recruitment of players across the player performance pathway of a suitable level to potentially join NTFC player pathway.
- Undertake Scouting Assignments as agreed with the Academy Managers.
- Provide continuous CPD and mentoring to scouting staff to ensure consistency in player assessments and reporting.
- Work with lead phase coaches to ensure trialist reviews and tracking is being completed throughout trial periods.
- Be an active member of the Academy Management Team and provide input into player retain/release decisions from U8 to U16.
- Build and maintain strategic relationships with clubs, academies, schools, County FAs, and the national governing body (e.g., The FA).
- Carry out all trialist player administration paperwork and checks before bringing in the trialists.
- To lead on induction of new trialists and ensure effective communication during the trial period.
- Hold monthly recruitment meetings.
- Maintain a database of player details at all required levels.
- Any other reasonable duties as requested by Academy Managers
- Comply with health and safety requirements in line with the club's health and safety policy.

## Person Specification

### Essential

- FA Talent ID Level 2
- Hold a full UK driving license

### Desirable

- FA Talent ID Level 3
- D1 minibus license

## Role Requirements

- To undertake required training, including mandatory Club Equality and Diversity and Health and Safety training.
- To ensure that the Club's Safe-guarding and Vulnerable Adults policies and procedures are adhered to at all times.
- Experience of working in an Academy under EPPP rules
- Background in football as a scout or full time recruiter.
- Strong relationship builder and collaboration skills with the ability to manage time and staff effectively.
- Experience in managing and working to a budget.
- Knowledge of age-appropriate player profiles and standards across academy football.
- Knowledge of elite level requirements including the demonstration of professional standards and behaviours to enhance, and maintain a culture of high performance.
- IT literate with a knowledge of the Kitman Labs Football Intelligence Platform.
- Applicants will need to have a flexible approach to work and be able to work evenings, weekends and match days as required.
- You will require a full, valid UK driving licence and access to a suitable vehicle and be eligible to work in the UK.

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Employee Signature ..... Date .....

Manager Signature ..... Date .....