



Job Description and Person Specification

Job Title	Academy Recruitment Manager U7's – U10's
Responsible to	Academy Head of Recruitment
Behaviours that Build Relationships with	Internal: Academy Manager, Head of Coaching, Lead Phase Coach, Age Group Coaches, Phase MDT staff, recruitment staff. External: EFL, FA, Grassroots Managers, Schools, District Managers, County FA, Schools FA, Parents.
Salary	PT £TBA (negotiable on qualifications and experience.)
Job Description	
Location	LOFC Training & Match venues, Various other sights as applicable.
Working pattern and Work base	14 hours per week including flexible working weekends, bank holidays and evenings.
Travel	Regular travel to fixtures, meetings and other events in connection with performance of the duties.
Objective of the Role	Reporting to the Academy Head of Recruitment (HOR) , the Academy Recruitment Manager U7's-U10's will support the HOR in identifying and recruiting players suitable for the Club's Academy structure, who are capable of being developed through its Player Development Pathway. This shall include players aged U7's – U10's years old for its Academy Programmes. All players must be recruited in line with FA/Premier League/EFL/ EPPP rules and Leyton Orient Football Club's recruitment strategy.
Main Roles & Responsibilities	• To play a leading role in identifying, assessing, and tracking players aged U7-U10 for Leyton Orient Football Club's academy, using modern scouting methods against the LOFC player profiles. • Develop & maintain a comprehensive database of Identified players, Leagues, Football Clubs, and prospective player recruitment sources. • Coordinate scouts to attend relevant fixtures, including administrating their reporting. • Complete all administrative duties to register trialists appropriately within FA/PL/EFL/EPPP rules.

	• Conduct player/parent inductions for all trialists coming into the Academy. • Be an integral part of the decision-making process for trialists outcomes. • Provide feedback to players/parents where appropriate on the trialists progress and trial outcome. • Conduct due diligence to support the recommendations of players to sign. • Develop key relationships across the wider game to support the recruitment process of the academy. • Liaise with key staff to provide detailed insights on players during recruitment meetings. • Provide a weekly update on players, talent identification and recruitment in the weekly operations meeting.
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Person Specification (Essential and Desirable)			
		Essential	Desirable
1	FA talent Identification Level 2	✓	
2	FA talent Identification Level 3		✓
3	A good knowledge of academy football, EPPP and the local grassroots football scene.	✓	
4	FA Safeguarding Children Certification	✓	
5	Previous experience of talent ID, recruitment, and development	✓	
6	Able to organise their own time independently in a proactive manner.	✓	
7	Previous experience of working within an EPPP Academy		✓
8	Demonstrates a good level of technical and tactical knowledge.	✓	
9	Excellent IT skills	✓	
10	Full Driving License	✓	
Skills, Knowledge & Experience			
11	Previous experience of working in a similar or equivalent role		✓
12	Experience of developing relationships with leagues, governing bodies, and local grassroots clubs	✓	
13	Able to build relationships internally with key staff and externally with a network of contacts.	✓	
14	Understanding of the Elite Player Performance Plan (EPPP)		✓
15	IT skills to include the ability to use KitMan Labs (KML) software and Microsoft Office (Excel, Word and Outlook)		✓
16	Excellent interpersonal and communication skills	✓	

Attitude/Behaviours			
17	Ability to work under pressure and to tight deadlines	✓	
18	A genuine team player	✓	
19	A reliable individual	✓	
Personal Qualities			
20	Displays a high level of discretion	✓	
21	Personable with an ability to build individual relationships	✓	
22	Hardworking and enthusiastic	✓	
23	Empathetic to young players	✓	
24	Ability to adapt to changing circumstances	✓	
25	Loyal and committed	✓	

Safeguarding	To have due regard for safeguarding and promoting the welfare of children, coaches and young people and to follow the child protection procedures adopted by the FA and the club.
General Information	The employee must at all time carry out their duties with due regard to the Leyton Orient Football Club policies and procedures. The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.
Equal opportunities and B.A.M.E Coaches	Leyton Orient Football Club is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity.