



JOB DESCRIPTION

JOB INFORMATION	
Job Title:	Head of Local Recruitment (9-16)
Department:	Academy Recruitment
Contract type	Permanent, Full-Time
Salary	Dependant on experience
Site:	Based at SWFC Training Ground with travel required
Working Hours:	35 hours a week/7 days flexible

POSITION IN THE ORGANISATION	
Reports to:	Academy Manager
Responsible for:	Local Scouts

OVERALL PURPOSE OF JOB
<p>As Head of Local Recruitment you will be responsible for identifying talented players with the region, developing a local scouting network, and assessing players internally within the Academy.</p> <p>You will develop key relationships locally with grassroots clubs, schools/county associations, private academies and other professional clubs.</p> <p>You will build positive relationships not only across the club but also externally, to ensure we are recruiting the very best players.</p> <p>We are looking for a confident leader who has experience of Talent ID; as well as developing, implementing and executing recruitment strategies.</p> <p>You will be confident in communicating with all stakeholders, while leading the development and implementation of recruitment strategies across the Club.</p>

Sheffield Wednesday Football Club

Hillsborough, Sheffield, S6 1SW

Telephone: 03700 20 1867

Website: www.swfc.co.uk

Registered in England No. 02509978



GENERAL DESCRIPTION – TASK RELATED

Role Specific Duties

- To establish and implement a coverage strategy in appropriate markets; monitoring, scrutinising and evolving this post-implementation. Strategy and process must use objective and subjective scouting methods to identify and recommend players for signing.
- The local market will be a mainstay within this role, identifying and recruiting the best homegrown players from grassroots clubs, schools/county associations, private academies and other professional clubs .
- Be involved in the development of, and maintain a strong knowledge of, depth charts, succession planning of Academy groups and requirements of the Club.
- Maintain and develop a network of contacts that can support the identification of local talent.
- Act as a key point of contact with parents and clubs for player acquisition
- Develop other initiatives to help identify players such as open trial events, tournaments and assessment centres.
- To scout and report on players – using scouting database software.
- To work with the team and manage the scouting network resource ensuring that local talent is identified, monitored and decisions made efficiently and effectively.
- Ensure that the information we collect and store about players is translated into specific actions and allows us to make informed and quality assessments.
- To ensure that information is analysed, utilised and presented in an effective way.
- Lead departmental meetings and actively participate in other meetings (internal & external) as and when required.
- To develop strong working relationships across the First Team, Academy and wider Club departments.
- To work with the Academy Manager and Lead Phase Coaches to maintain a list of active targets across the foundation and youth development phase age-groups.
- To be open to the use of data and technology in order to implement efficient ways of storing information and identifying local talent.
- To work closely with the appropriate departments to ensure the operation runs effectively and that a multi-disciplinary approach is followed.
- To ensure that the working practices of the Emerging Talent team meet the requirements of the EPPP and the rules of footballs governing bodies.
- The job will require extensive travel locally (within 90 minutes radius), and overseas on occasion, including overnight stays.
- The job will require you to work unsociable hours including evenings and weekends.
- The Employee must at all times carry out their responsibilities with due regard to the Club values and policies and procedures, in particular Health & Safety, Equality and Diversity, Confidentiality and with regard to the Data Protection Act.
- To deliver a diverse culture that supports fairness in line with the Clubs Vales and behaviours and best practice
- Any other reasonable instructions as requested by your Line Manager and or Academy Manager

QUALIFICATIONS:

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Essential

- FA Talent ID Level 3

Desirable

- FA Talent ID Level 4

SKILLS & EXPERIENCE:

Skills

- Ability to lead and complete the recruitment process
- Ability to build relationships with all stakeholders
- Ability to work as part of, and contribute to, the Academy's senior multi-disciplinary team.
- Excellent organizational, communication and IT skills
- A well established and productive network within the professional game
- Ability to effectively manage player, parent & staff relationships.
- Ability to work independently and with internal and external teams.
- Excellent communicator, both written and verbal, who places high value on attention to detail.
- Excellent organisational and time management skills.
- Computer literate (with excellent abilities on Word, Excel and ideally Database knowledge and application).

Experiences

- Experience of Talent ID.
- Experience of developing and executing recruitment strategies.
- Experience within a lead role in an Academy football setting, or a similar role.
- Experience operating within a Multi-Disciplinary Team environment and able to appreciate views from other disciplines.
- Knowledge and awareness of EPPP rules and regulations

Sheffield Wednesday Football Club (SWFC) is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. This post may be subject to a criminal record check or an enhanced DBS check.

SWFC is an Equal Opportunities and Disability Confident employer and welcomes applicants from all sectors of the community.

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