**JOB DESCRIPTION**

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| **MORECAMBE FC – Head of First Team Scouting** | | |
| **Department** | Football – First Team |
| **Reports to** | First Team Manager |
| **Contract** | Part-Time, Permanent |
| **Hours of work** | 20 hours per week, flexible in line with demands of the role. This role involves regular weekend and evening work, including unsociable hours. |
| **Remuneration** | Subject to Skills and Experience |
| **Holiday Entitlement** | Pro-rata based on full-time equivalent of 28 days per annum inclusive of bank holidays |
| **Probationary Period** | Initial probationary period of 6 months |
| **Key Internal Relationships** | First Team Management Team;  General Manager/HR & Senior Safeguarding Manager |
| **Purpose of the role** | Integral to the development of the First-Team Player recruitment profile, the role-holder will provide a comprehensive assessment on players of interest to the Club. You must be able to identify, develop and maintain a database that supports First-Team development of talent.  Ideally, you should have a good-breadth of experience of Scouting and/or analysis within League Football, with experience of using Wyscout and Transfer Room for reporting purposes.   Travelling will be required to attend live matches with the ability to create video scout reports on potential transfer targets and create a dossier of shortlisted players for the First-Team Manager. |
| **Identification** | Players are identified by a variety of methods: Scouting Network, Football Staff, “Trusted Sources” such as Agencies and Intelligence. Players are divided into one of four categories. Sign, Monitor, Keep for Referral or Reject. |
| **Analysis** | Players are analysed with scouting visits and by using objective analysis. Players can then be rejected or recommended for viewing by the Chief Scout. Reasons for rejection will be passed back to the Identification source to ensure improvement. |
| **Alignment** | The player is scouted by the Head of Scouting and Football Management Team to check that the player fits the First Team Manager’s requirements. Confirmed players are passed to the Manager. Reasons for rejected players are passed back to the scouts and to the Identification source. |
| **Key Tasks & Responsibilities** | * To identify, attract and recruit the best players for the football framework and philosophy of Morecambe FC. * To manage the scouting and recruitment operation of the Club, working closely with the First-Team Manager regarding all player contract negotiations. * To ensure fixture information is obtained via the Press Association to identify fixtures of interest.   • To establish a scouting and Talent ID structure that provides a comprehensive coverage of players in all age groups above U21’s.   * Develop a network of scouts to meet the needs of the programme and a network of contacts. * Implement and oversee a video and internet based scouting system to identify players, monitor recommended players, audit recommended players and develop target lists for scouts. * Create and develop a comprehensive database of information including individual player profiles and other appropriate information. * Ensure attendance at appropriate games, tournaments and the delivery of reports to defined timescale, providing the First-Team Manager with appropriate and detailed reports and information accordingly. * Demonstrate a high level of player knowledge, with an ability to apply this knowledge within the context of coaching and analysis. |

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| **PERSON SPECIFICATION** | **Essential** | **Desirable** |
| **Knowledge & Experience** | | |
| Have experience using software such as Wyscout, Transfer Room, together with strong video editing skills | a |  |
| Experience of the Scouting provisions of the player budget | a |  |
| Working knowledge and familiarisation of Scouting requirements | a |  |
| Ability to produce comprehensive documentation of individual player reports together with maintaining a database of scouted player information, in line with GDPR principles | a |  |
| Ability to analyse statistical information and data for reporting | a |  |
| Ensure a staged, risk managed approach to the recruitment | a |  |
| Have experience in managing and understanding in logistical factors, such as ticket requests and car parking passes to ensure a streamlined, efficient process for scouts travelling to games | a |  |
| **Personal Qualities & Skills** | | |
| Interpersonal and consistent team performer, able to forge excellent working relationships | a |  |
| Have a polite and courteous manner and a personable approach | a |  |
| Offer solutions to problems, using initiative and common sense | a |  |
| Ability to travel independently | a |  |
| Good organisational and time management skills | a |  |
| Good verbal and written skills; accuracy and attention to detail | a |  |
| Ability to adapt quickly and be flexible in the face of change | a |  |
| **Safeguarding & EDI** | | |
| To have due regard for safeguarding and child protection policies, including the welfare of children and young people. Complete the required mandatory Safeguarding training, as appropriate, each season. | a |  |
| All employees are subject to DBS checks prior to any offer of employment | a |  |
| To behave in an inclusive and respectful way, representing the positive EDI values of the club at all times and complete mandatory EDI training each season | a |  |

**EMPLOYEE:**

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| Full name |  |
| Signature |  |
| Date |  |

**REPRESENTATIVE OF MORECAMBE FC:**

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| --- | --- |
| Full name |  |
| Signature |  |
| Date |  |