



Job title:	Head of Academy Recruitment
Employer:	Cardiff City Football Club
Location:	Cardiff City Academy, Cardiff City Stadium, Leckwith Stadium, The Vale Resort
Contract:	Full Time, Permanent
Salary:	Competitive and dependant on experience <ul style="list-style-type: none"> • Auto-enrolment into the Club's pension scheme (depending on eligibility) • Club discounts and offers • 20 days annual leave entitlement per annum
Hours of Work:	40 hours per week on a flexible basis to include evening and weekend working
Department:	Academy
Reporting to:	Academy Manager Head of Recruitment (Club)

Job purpose
The Head of Academy Recruitment will be responsible for overseeing and managing the player recruitment procedures across all ages. A key element of the role is to support the player pathway in both succession planning and profiling individuals within the program in line with the Academy 'blueprint'. The successful person will be expected to significantly contribute to player pathway discussions and ensure a smooth and professional onboarding process to trialists and their families.

Main duties
<ul style="list-style-type: none"> • Oversee, coordinate and manage player recruitment procedures for all Academy age groups in line with CCFC Blueprint; player profiles and needs analysis. • Align individual profiles of the academy to the talent ID process in a phase specific approach. • Strategically manage a team of recruiters to ensure players who fit the Club profile are known and targeted for squads. • Ensure that all aspects of the EPPP process and Youth Development rules are followed and that the Academy Recruitment department is structured to support the needs of Cardiff City FC. • Have a clear understanding of the Club Culture, Blueprint, Club Operations Document, Academy Performance Plan, and requirements of the Elite Player Performance Plan (EPPP).

- Manage and implement the Club Recruitment Philosophy across all phases of the Academy and play a key role in the squad auditing process, to feed back to the scouting department.
- Support (where required) potential recruitment of, and management of loan players and complete necessary reports and documentation.
- Measure the success of the recruitment department alongside the Academy strategy and key performance indicators as per the Academy Performance Plan for the recruitment and retention of talent.
- Comply with all scouting protocols implemented by the department and ensure the team under your management is compliant.
- Ensure that all Scouts are registered with the league within five days of appointment.
- Manage and keep up to date the monitoring, tracking, reporting and recommendation procedures for youth players.
- Assign Academy Recruitment staff as required each week to ensure coverage of all targeted recruitment areas. Ensure that our Academy Scouting personnel are strategically placed to identify the best young players.
- Attend meetings and coordinate the delivery of 3 x yearly in-service training to all Scouts under your management and Implement a Scout CPD programme.
- Attend all meetings as directed by the Academy Manager.
- Ensure contact networks are built, extended, and serviced regularly in conjunction with the Academy Manager.
- Organise and respond to all communications for trial requests.
- Document and evidence all talent id insights for bench marking purposes.
- Organise trial games/days as a means for identifying talent in line with FAW / FIFA regulations for Minors.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - Be in possession of (or actively working towards The FA Talent ID Level 3 - FA Safeguarding Children Workshop certificate or equivalent and working knowledge of processes - FA/DBS Enhanced Disclosure Certificate - Valid and in date passport to be able to travel as necessary - UK driving licence and use of own vehicle. 	<ul style="list-style-type: none"> - Talent ID Level 4 - UEFA 'B' Licence - EFAiF qualified

Experience	<ul style="list-style-type: none"> -Experience of working within an elite sporting environment -Working with player representatives -Experience working within player recruitment in a football Academy environment -Experience of working within and towards recruitment plans and player profiles. -Experience of developing player databases for the purposes of player tracking 	<ul style="list-style-type: none"> -Experience of occupying senior recruitment roles with football. - Experience of developing recruitment plans and player profiles to inform scouting personnel. - Informed use of Scouting software such as Scoutshub.
Knowledge	<ul style="list-style-type: none"> - A thorough understanding of Premier League/EFL rules and Elite Player Performance Plan -Ability to deliver CPD training course to all Academy stakeholders. -A robust network across the UK to source information on available players. -Knowledge of essential developmental periods surrounding player growth and maturation. - Knowledge of recruitment processes, specifically related to FA/FAW 	<ul style="list-style-type: none"> -Knowledge of working with recruitment processes specifically related to FA/FAW.
Skills	<ul style="list-style-type: none"> -Effective and efficient in a dynamic, fast-paced environment -Strong communication and presentation skills in a variety of settings -Ability to work as part of a broader multidisciplinary team -Competent IT skills e.g., Microsoft Office, PMA familiarity. -Ability to maintain absolute confidentiality 	<ul style="list-style-type: none"> -Self-awareness and reflective skills as part of a professional development process -Open-minded approach to adopting best-practice and current research-backed principles
Attitude	<ul style="list-style-type: none"> -Passionate, hard working with a desire to make a contribution. -Proactive 'can-do' approach to work and those around them -Work to our 'We not Me' ethos and culture -Self-motivated within a team and capable of motivating those around them 	

Equality Statement

Cardiff City 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.

Safer Recruitment Policy

Cardiff City Football Club operates a 'safer recruitment policy' and is committed to safeguarding and promoting the welfare of children and adults at risk and expects all staff and volunteers to share this commitment. All appropriate reference checks and Enhanced Level Disclosure and Barring Service (DBS) checks form a significant part of this recruitment process.

How to apply?

If you are interested in this position, please complete a club application form along with a CV and send to our HR Department via email advert@myjobvacancies.co.uk stating "**Academy Head of Recruitment**" as the subject.

The closing date for receipt of completed application forms is **5pm on Monday 13th November 2023**.

As we are anticipating many applications for this role, please note only shortlisted applicants will be contacted.