



Job Description (Academy Scout)

Job title:	Academy Scout - Caerphilly
Employer:	Cardiff City Football Club
Location:	Home based
Contract:	Part-Time (Casual)
Salary:	Hourly paid
Hours of Work:	6 hours per week
Department:	Academy
Reporting to:	Academy Manager Academy Head of Recruitment

Job Role

The **U6-U11 Scout** will be responsible for the identification, reporting and recruiting of talented local players, ensuring that all identified players are recorded on our database and are brought to the attention of Academy coaching staff.

Role Accountabilities & Key Duties

- Attend matches as directed by the Head of Academy Recruitment and Lead U6-U11 Recruitment Coordinator.
- Comply with all scouting protocols implemented by the department.
- Attend all meetings and CPD as directed by the Head of Academy Recruitment and Lead U6-U11 Recruitment Coordinator.
- To be responsible for identifying and reporting on talented young players aged U6-U11 within your designated recruitment area via the clubs preferred recruitment software.
- Gain a detailed understanding of players currently in the Pre-Academy & Foundation Phase to determine player level while observing external players.
- To visit their local CCFC development centre monthly
- Set up a clear communication channels between the local clubs, potential players/parents and the Academy.
- Any other Scouting requirements as directed by management.
- Establish close links with all Schoolboy football providers in the area.
- Ensure that you promote the academy values and our culture.
- To project a professional image, always maintain an ambassadorial role for the Club and Academy, adhering to the Club policies and protocols, specifically in relation to the recruitment of young players in-line with EFL rules.
- To abide by all club policies including (but not exclusive to) Safeguarding, Equality and Health & Safety.
- To attend Safeguarding training as required by the Club and adhere to all guidelines contained within the Club's Safeguarding Policy.
- Any other duty, as requested by the Academy Manager

Person Specification		
	Essential	Desirable
Qualifications	<p>Valid Talent ID Level 1.</p> <p>FA Safeguarding Children Workshop certificate or equivalent and working knowledge of processes</p> <p>DBS Enhanced Disclosure Certificate</p> <p>UK driving licence and use of own vehicle with valid business insurance.</p>	<p>FAW C Certificate</p> <p>FA Talent ID Level 2</p> <p>FA Emergency Aid Certificate</p>
Experience	<p>Experience working in the area of Talent ID in football.</p> <p>Experience working within a football Academy environment</p>	<p>Previous experience of working within a Category 1, 2 or 3 Academy.</p>
Knowledge	<p>-An understanding of Premier League/EFL rules and Elite Player Performance Plan</p> <p>-An understanding of Grassroots football in Wales and the local leagues and private coaching centres.</p> <p>-An awareness of all the grassroots clubs and players in South Wales, specifically Caerphilly.</p> <p>-Detailed knowledge of FAW/CPL Academy systems and players within each.</p>	
Skills	<p>-Be effective and efficient in a dynamic, fast-paced environment.</p> <p>-Strong communication skills in a variety of settings</p> <p>-Ability to work as part of a broader team</p> <p>-Ability to maintain absolute confidentiality</p>	<p>-Self-awareness and reflective skills as part of a professional development process</p> <p>-Open-minded approach to adopting best-practice and current research-backed principles</p>
Attitude	<p>-Passionate, hard working with a desire to make a contribution.</p> <p>-Proactive 'can-do' approach towards work and fellow staff.</p> <p>-Work to our 'We not Me' ethos and culture</p> <p>- Kind, friendly, and approachable demeanour.</p> <p>-Represent the club in a professional and courteous manner at all times.</p>	

Core Working Relationships	
Internal	External
<ul style="list-style-type: none"> ➤ Academy Manager ➤ Head Of Academy Recruitment ➤ Lead U6-U11 Recruitment Coordinator ➤ Operations Manager ➤ Player Care and Academy DSO ➤ Head of Coaching ➤ Lead Phase Coaches ➤ Coaches ➤ Players / Parents 	<ul style="list-style-type: none"> ➤ Parents and guardians ➤ Academy Managers/Heads of Coaching at FAW/CPL Academies ➤ <i>Junior Leagues in South/West/East Wales</i> ➤ <i>Area Association Secretaries</i>

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 advert@myjobvacancies.co.uk stating "**Academy Scout: Caerphilly**" as the subject.

The closing date for receipt of completed application forms is **5pm on Thursday 13th February 2025**.