



Job Description

Job Title	Head of Academy Recruitment
Department	Academy
Reports to	Academy Manager
Location	Academy Training Ground(s) and Stadium
Salary	£25k-£28k
Hours	40 hours per week
Role Summary	The role of the Head of Academy Recruitment is to be responsible for the identification of players that meet the needs of the Academy across all phases in the performance pathway
Key Job Outcomes	<ul style="list-style-type: none">• Develop, implement and maintain working policies for the Talent ID and Recruitment staff in line with EPPP requirements and the Academy Football Philosophy• To be responsible for all recruitment between the ages of U9-U20 and ensure good communication and working relationships with the whole recruitment department• Develop and maintain key relationships with professional and grassroots clubs, organisations, local leagues, schools and county associations• To support the recruitment, development and management of Talent ID staff• Work with the Academy Operations Manager & Talent ID Officer to ensure all correct administration and procedures are followed in relation to academy trialists• Communicate regularly with relevant coaches to ensure appropriate recruitment decisions are made and succession planning is followed through• To ensure the Academy Philosophies and Values are adhered to by coaches, players and parents within the Foundation Phase, Youth Development Phase and Professional Development Phase• Management of Talent ID Centres across all age ranges• Create Player Liaison environment for newly signed Academy players at 1st team games along with family• Play a large role in Player Exit/Transition strategies• To undertake personal CPD as appropriate to meet the demands of the role• To manage all administrative tasks related to the role, including general organisation.• To represent the Talent ID & Recruitment department at Academy management meetings and to ensure that the department is represented at the Academy weekly update meeting• To attend meetings as directed by the Academy Manager• To undertake other appropriate duties as directed by the Academy Manager

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.



Person Specification

Skills, Knowledge, Qualifications & Experience	Required	Desirable
Introduction to First Aid qualification	✓	
FA Safeguarding children workshop	✓	
Talent ID Level 2 or above	✓	
Experience of delivering excellent customer services	✓	
IT Skills, including Outlook, Word and PowerPoint		✓
Experience of working with player/parents in football environments	✓	
Experience in leading/managing an area/people or teams	✓	
Experience working in a high performing business environment		✓
Has an understanding of how elite players are developed		✓
Personal Qualities/Attributes		
Hardworking and enthusiastic	✓	
Excellent organisational skills and attention to detail	✓	
Reliable and committed	✓	
Ability to work independently and as part of a team	✓	
Able to communicate effectively	✓	
Willingness to work weekday evenings	✓	
Excellent team player and motivator	✓	

Application Process



Application Instructions	Interested applicants should apply by submitting their CV and Cover Letter, applications which do not include both documents will not be reviewed.
Application Closing Date	3 rd September 2024
Interview Date(s)	12 th September 2024
Start Date	TBC
Mission, Vision & Values	<p>Mission Cambridge United aspires to compete at the highest level of the English Football League, whilst operating a financially sustainable football club embedded within the heart of its community. We are custodians with a collective responsibility to protect and enhance the Club for future generations.</p> <p>Vision <i>Creating Memories</i> We engage current and future generations of supporters by creating memorable moments.</p> <p><i>Driving Standards & Performance</i> We will evolve by driving standards and performance through self-reflection and education.</p> <p><i>Enhancing Lives</i> We are an inclusive Club that is United in Endeavour to enhance lives through the power of sport.</p> <p>Values We engage positive and inspiring characters who are committed to serving and strengthening our community, by adopting our 3 key values.</p> <p><i>Teamwork</i> We achieve more through working together than alone and are United in Endeavour.</p> <p><i>Hard Work</i> We are committed to learning and working towards our pursuit of excellence in everything we do.</p> <p><i>Humility</i> We will celebrate each other's successes and recognise that no individual is greater than the collective.</p>
Employability Statement	Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
Safeguarding Statement	Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks. The post holder will be required to undergo Safeguarding training periodically.



**Equality,
Diversity &
Inclusion**

Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.

<https://forms.office.com/e/WkrhMHMzL>