



JOB VACANCY

JOB TITLE
DEPARTMENT

HEAD OF ACADEMY RECRUITMENT
ACADEMY

RESPONSIBLE TO
RESPONSIBLE FOR

ACADEMY MANAGER
ACADEMY RECRUITMENT TEAM

SALARY

COMPETITIVE

ROLE RESPONSIBILITIES

- The Head of Academy Recruitment will be responsible for overseeing and managing the player recruitment procedures across the Academy from U9s -U21s. Ensuring clear recruitment and exit strategies are in place and linked to the club's succession plan.
- To design and implement a recruitment structure aligned to the Swansea City Youth Academy Strategy, whilst delivering on key objectives to help identify the best possible talent in Swansea, South Wales and beyond.
- To identify and develop a team of recruiters to ensure the structured recruitment strategy is in operation to identify talented players for the regional Development Centres and Academy programme.
- Develop a youth player recruiting report process to be utilized by all scouts, applying objective and subjective scouting methods.
- To deliver a weekly summary report and host monthly scout meetings to help with the alignment of how the scouting team are operating.
- Lead and direct the scouting team, supporting the development of each individual in ensuring they have the appropriate training and mentoring to be effective in their role.
- Co-ordinate with the Lead Phase coaches the introduction of triaists into the Academy and then appropriate feedback relating to the trial period.
- Ensure that all aspects of the EPPP process are followed and that the Academy Recruitment department is structured to support the needs of Swansea City Football Club.
- A clear understanding of the Club Culture, Philosophy, Club Operations Document, Academy Strategy and requirement of the Elite Player Performance Plan (EPPP).



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- Gain a detailed understanding of players currently in the Swansea City Youth Academy to continuously recognise the standards and recruitment areas within the programme.
- A willingness to assist in the management of Academy aged loan players and complete necessary reports and documentation.
- The Head of Academy Recruitment is to implement and manage the recruitment process to recommend players suitable for the Academy across all three phases of the player pathway – (Foundation, Youth and Professional).
- At all times, advocate and practice the club's established culture of professionalism, maintaining standards and discipline, whilst promoting all aspects of the Swansea City Youth Academy.
- Ensure that any training needs are agreed as part of your personal development and in line with the club's objectives.

QUALIFICATIONS, KNOWLEDGE, SKILLS & EXPERIENCE

- Proven track record of identifying players appropriate to the needs of a Professional Football Club's Youth Academy.
- F.A Talent I.D Level 3 qualification or higher.
- Proven track record in managing staff and leading teams towards achieving their objectives.
- A clear understanding of talent identification and recruitment.
- Excellent interpersonal skills and relationship management with the ability to inspire individuals.
- Analytical and process driven approach to the role.
- A strong network of contacts within the local and wider youth football environment.
- Excellent organisational and time management skills.
- Competent IT skills with the ability to work with databases and analysis software.
- The ability to communicate effectively with players, parents, staff and senior management.
- This role will have regular contact with children, and it is therefore required by law to have a DBS Enhanced Criminal Record Check with children's barred list check.
- Clean Full U.K driving licence

CRIMINAL RECORD CHECK REQUIREMENT

This role will require an Enhanced DBS Check.



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GENERAL STATEMENT

Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview.

SAFEGUARDING & WELFARE

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children).

The Company may also conduct online searches of candidates who have been shortlisted as part of its safer recruitment procedures. Appropriate references will be required.

EQUALITY, DIVERSITY & INCLUSION STATEMENT

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role.

We are particularly encouraging applications from women, disabled people and individuals from diverse ethnic communities who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

HOW TO APPLY

Please complete an Application Form, available [HERE](#). If you require the application form in an alternative format, please email jobs@swanseacity.com

The closing date for this vacancy will be **Thursday 21st December 2023**.