



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Local Academy Scout – Midlands- 12 Month FTC
<b>DEPARTMENT:</b>	Recruitment
<b>REPORTS TO:</b>	Head of Local Recruitment
<b>DIRECT REPORTS:</b>	None
<b>LOCATION:</b>	Predominantly home based with local / regional travel
<b>HOURS:</b>	10 hours per week including evenings / weekends
<b>DATE:</b>	November 2025

**We are Wolves. Progressive, determined, bright, unified and humble. A pack that is hungry for success. Wolves is one of the fastest growing professional football clubs in the UK, and also boasts one of the richest histories in the beautiful game.**

Formed in 1877, Wolves was a founder member of the Football League, and was one of the country's most successful sides in the fifties and sixties. During a two decade spell the Black Country's most decorated side won three First Division titles and one of its four FA Cups.

Fast forward 70 years and Wolves are back amongst football's elite, in the Premier League for an eighth successive season; but now we compete as a sports and entertainment business across multiple brand verticals. As a challenger club, Wolves dare to be different, which is why creating world class propositions in esports, fashion and music are all part of our ambitious plans.

At Wolves, we don't simply look to the future, we seize it.

**We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all colleagues and volunteers to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk and to ensuring that Wolves is free from discrimination and harassment.**

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### Job purpose

There has never been a more exciting time to work at Wolves. The Club is in the process of developing practices, strategies and teams to deliver success at the very highest level.

The Local Academy Scout will predominately focus on players within the 6-14 age range covering games, fixtures and tournaments on a regional and school's football.

You will be responsible for the identification and recruitment of players that are of the required standard to progress within the Development Programme of Wolverhampton Wanderers F.C. Academy.

You will be expected to carry out your duties in line with the scout's code of conduct and the rules and regulations of the Premier League/ Football Association.

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### Key responsibilities

- Gain a detailed understanding of the Academy player profiles and age group succession plans to highlight recruitment priorities across the 6-14 age groups.



- Identify players to Wolves Academy based on recruitment priorities, for Development Centre, Academy and Pre-Academy
- Weekly Communication with the Head of Local Recruitment
- Communicate effectively with the Head of Local Recruitment and Pre-Academy Recruitment Officer about all prospective trialists and key players for U7-U14
- Proactively seek out fixtures to attend.
- Attend games in the region based on recruitment priorities.
- Ensure all reports are uploaded to relevant platforms.
- Build contacts within the area your covering, grassroots clubs, schools and Private Academies
- Maintain a database of player details at all required levels.
- Build contacts with staff at clubs in your region to ensure you are notified of their key players and to ensure clubs are aware of players who are being released from Wolves.
- Have a good relationship with other Local Academy Scouts to share and build information
- To ensure that all qualifications are re-validated as required.
- Submit expenses/mileage, along with all relevant receipts, one week before the payroll cut-off date each month.
- Attendance of all internal and external personal development training required by WWFC, Premier League and Football Association.
- Be an ambassador of the W.O.L.V.E.S culture and philosophy.
- To follow and enforce best practice in relation to Safeguarding policies and processes including but not limited to reporting procedures.
- To work alongside the Safeguarding Team and Designated Safeguarding Leads to ensure safeguarding standards are met and maintained.

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### **General responsibilities**

- Compliance with Club policies
- Compliance with the Club's health and safety procedures
- Compliance with the Club's safeguarding policies
- To promote the Club's values of progressive, humble, determined, bright and unified
- To work consistently to embed equality & diversity into the Club
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times

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### **Safeguarding**

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all those associated with WWFC to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk.

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### **Equality, Diversity, and Inclusion**

The post holder will demonstrate a strong commitment to equality, diversity, and inclusion, supporting the organisation's strategic aims to remove barriers and address inequality. You will play



an active role in promoting an inclusive, discrimination-free environment that ensures fair access to opportunities and resources. This includes fostering a culture of dignity, respect, and belonging where everyone is empowered to contribute, perform, and reach their full potential.

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### **Key relationships**

- Head of Local Recruitment
  - Local Academy Scouts
  - Head of Academy Recruitment
  - Pre-Academy Recruitment Officer
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## Person Specification

**Job Title:** Local Academy Scout - Midlands

**Knowledge:** the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

### Essential

- Understanding of Academies EPPP system
- Knowledge of teams and players within the area, knowledge of private academies and school tournaments.
- Knowledge of the standard of players attending the Academy
- An understanding of Safeguarding children, young people and adults at risk.
- Knowledge of Safeguarding legislation, policies and procedures (including reporting platforms and/or requirements).
- Wellbeing knowledge in relation to supporting children, young people and adults at risk.

**Technical/work-based skills:** skills specific to the job e.g. language competence, typing skills, coaching skills etc

### Essential

- Excellent Communicate skills – written and verbal
- High level I.T. and presentation skills, in building and delivering relevant information

**General skills and attributes:** more general characteristics e.g. flexibility, communication skills, team working etc

### Essential

- Understanding of how to work safely with children, young people and adults at risk to uphold Safeguarding best practice.
- Promote, adhere to and implement the Club's Equality Policy and to work consistently to embed equality and diversity within Club.
- Dedicated to self-improvement and personal development
- Organised, methodical and logical approach to work
- Values and respects others, able to build relationships and collaborates with others
- Effective planning and time management skills
- Delivers to the highest standard
- Flexible approach to meet the demands of the business

**Experience:** proven record of experience in a particular field, profession or specialism.

### Desirable

- Working with children and/or vulnerable adults

**Qualifications:** the level of educational, professional and/or occupational training required

### Essential

- FA Talent ID Level 1 & 2



- Post- holder holder will be subject to a DBS check at the appropriate level and cleared by the Wolves Safer Recruitment Group
- Post-holder must hold or obtain at the earliest opportunity the relevant safeguarding training (i.e. FA Safeguarding Children Workshop)