



JOB DESCRIPTION

JOB TITLE: Head of Recruitment

DEPARTMENT: First Team

REPORTS TO: Technical Director

DIRECT REPORTS: First team scouts, Lead Recruitment Data Analyst

LOCATION: Compton

HOURS: 40 hours p/w

DATE: 13/10/2026

We are Wolves. English football's original innovators.

As a founding member of the Football League, we boast one of the richest histories in the beautiful game, shaping modern football while always staying true to our Old Gold roots.

Our purpose is to make our pack proud by uniting our city, inspiring our communities and delivering unforgettable moments.

We challenge ourselves to be brave, embrace new ideas and take ownership of our actions, while earning trust through integrity, respect and humility. United as One Pack, we care for one another, celebrate our differences and work together to achieve more than we ever could alone.

At Wolves, we honour our past while shaping our future. Creating lasting memories for our supporters, our city and each.

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

Job purpose

The Head of Recruitment is responsible for leading the club's player identification and recruitment strategy across first team, academy, and emerging talent pathways, working in conjunction with the Head of Academy recruitment. The role ensures the club identifies, evaluates and acquires players who align with the club's performance objectives, financial parameters, and long-term succession planning.

Working closely with the Technical Director, Head Coach, Performance Analysis Department, Loans Department and his/her Recruitment Team, the Head of Recruitment will oversee domestic and international scouting operations, player identification processes and data-driven recruitment methodologies. Market information through a network of communications with clubs and player representatives will be collected and recorded to inform club decision making.

Key responsibilities

-  Working closely with the Technical Director to develop a comprehensive player recruitment strategy.



- 🛡️ Lead the recruitment department, setting clear objectives, standards, and performance metrics.
- 🛡️ Support the player recruitment decision making processes by helping to assess the character, personality and cultural fit of prospective players to the football club.
- 🛡️ Maintain a comprehensive database of player shortlists across domestic and international markets.
- 🛡️ Build and maintain a robust succession-planning framework for all key playing positions including developing players advancing from the Academy and the club's loan players.
- 🛡️ Ensure squad planning objectives are effectively integrated into recruitment activity, to adhere to squad composition rules for whichever league/competition is relevant.
- 🛡️ Manage recruitment budgets and resource allocation across scouting and player identification functions including live scouting and support service subscriptions.
- 🛡️ Continue development of recruitment dashboards and reporting frameworks for football leadership.
- 🛡️ 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.

General responsibilities

- 🛡️ Compliance with Club policies
- 🛡️ Compliance with the Club's health and safety procedures
- 🛡️ Compliance with the Club's safeguarding policies
- 🛡️ To promote and support the Club's values;
 - **One Pack:** Collaborate, build trust and care for each other.
 - **Be Brave:** Be bold, honest, and embrace challenges with courage.
 - **Raise our Game:** Seek improvement and strive for excellence in everything we do.
 - **Own It:** Act with integrity and take full responsibility for actions and results on and off the pitch.
 - **Stay Humble:** Show respect, listen to others, and leave egos at the door.
- 🛡️ 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

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.

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.

Key relationships

The Head of Recruitment will work closely with the Technical Director and Head Coach to recruit players that match the football development plan that has been approved by the Executive Chairman. The Head of Recruitment will be expected to oversee a scouting network that provides comprehensive live scouting and data led scouting to generate potential targets. This will require close alignment with individual scouts and the Lead Recruitment Data Analyst. Budget planning and travel management will also need alignment with the Recruitment Administrators. Finally regular contact will be needed with Loan Support staff to monitor loan player performance as a part of recruitment and player development strategy.

Scope of job

The Head of Recruitment will assume management of all resources that are required to evaluate the potential targets to improve football squads at all levels of seniority within Wolverhampton Wanderers. They will be responsible for balancing the number of scouts and support personnel required to provide comprehensive coverage, whilst remaining within agreed budget parameters. The role will include cost and budget management and have a responsibility to contribute to an effective, profitable recruitment strategy within the club. There will be an expectation that the Head of Recruitment maintains visibility of technological advancements such as AI that can aid the recruitment process.



PERSON SPECIFICATION

Job Title: Head of Recruitment

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

- 🛡️ Extensive knowledge of elite football recruitment methodologies.
- 🛡️ Deep understanding of player evaluation frameworks and the management of associated support staff.
- 🛡️ Comprehensive understanding of FIFA, UEFA, FA, Football League and PL regulations.
- 🛡️ Strong knowledge of transfer markets, contract structures, and player valuation principles.
- 🛡️ Proficiency with modern scouting and recruitment technologies.
- 🛡️ 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.

Desirable

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

Essential

- 🛡️ Significant experience in senior football recruitment within an elite professional football environment.
- 🛡️ Proven track record of identifying and securing high-performing talent.

Desirable

- 🛡️ Foreign language competence

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

Essential

- Flexibility to work to football fixture scheduling
- Experience of foreign travel to facilitate live scouting opportunities

Desirable

- Computer literacy and knowledge of scouting recruitment resources and platforms

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



Essential

- 🛡️ Experience leading recruitment or scouting teams.
- 🛡️ Strong understanding of Premier League, EFL, European, and global football markets.
- 🛡️ Proven experience of integrating data analytics into recruitment processes.
- 🛡️ Experience working within transfer windows and complex player acquisition projects.
- 🛡️ 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.

Desirable

- 🛡️ Experience of recruiting in foreign countries or for a foreign team/teams

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

Essential

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

Desirable

- 🛡️ Nationally/Internationally accredited Talent Identification qualifications