



JOB DESCRIPTION

JOB TITLE:	West Midlands Regional Academy Scout
DEPARTMENT:	Academy Recruitment
REPORTS TO:	Head of Local Recruitment
LOCATION:	Predominantly home based with local / regional travel
HOURS:	10 hours per week
DATE:	September 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 West Midlands Regional Scout will predominately focus on players within the Foundation and Youth Development Phases (U9-U16) covering games, fixtures and tournaments on a regional and national basis and 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.

Key responsibilities

-  Responsibility for the recruitment of players that are of the required standard for the Academy.
-  Responsibility for recruitment of players within your area and on a national basis as instructed by the Head of Academy Recruitment or the Academy Manager.
-  To be responsible all documentation in line with the Academy Entry and Exit policy.



- ⚡ To ensure that any player/players introduced into the Academy are done so in line with the Entry and Exit policy.
- ⚡ Attendance of all internal and external personal development training required by WWFC, Premier League and Football Association.
- ⚡ To ensure that all qualifications are re-validated as required.
- ⚡ Responsibility for welfare of players – Child Protection
- ⚡ Liaising with parents as required.
- ⚡ Submit expenses/mileage form, along with all relevant receipts, to the Head of Local Recruitment one week before the payroll cut-off date each month.
- ⚡ Carry out duties in line with the scout's code of conduct and the rules and regulations of the Premier League / Football Association.

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

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.

Safeguarding Statement

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.



Key relationships

- 🛡️ Head of Local Recruitment
- 🛡️ Recruitment & Scouting Administrator
- 🛡️ Local Academy Scouts

PERSON SPECIFICATION

Job Title: West Midlands Regional Academy Scout

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
- 🛡️ Organised, methodical and logical approach to work
- 🛡️ Personable and enthusiastic with a strong work ethic
- 🛡️ Confident communicator to a diverse range of stakeholders
- 🛡️ Effective planning and time management skills
- 🛡️ Flexible approach to meet the demands of the business

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

Essential

- 🛡️ Working with children and/or vulnerable adults
- 🛡️ Extensive knowledge of the geographic area and key football networks within it

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



Essential

-  FA Talent ID Level 1 & 2
-  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