



JOB DESCRIPTION

JOB TITLE:	Head of South Academy Recruitment
DEPARTMENT:	Academy Recruitment
REPORTS TO:	Head of International Youth Recruitment
DIRECT REPORTS:	Regional Academy Scouts
LOCATION:	Predominantly home based with regional / national travel
HOURS:	Full time, flexible working hours required (evenings and weekends)
DATE:	August 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 South Academy Recruitment will focus on identifying and recruiting players across the U13 – U21 age groups. They will predominately cover fixtures across their region with scope to travel nationally and internationally when appropriate.

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

Key responsibilities

- 🛡️ Gain a detailed understanding of the Academy player profiles and age group succession plans to highlight recruitment priorities across the U13 - U21 age groups.
- 🛡️ Identify and recruit players to Wolves Academy based on recruitment priorities.



- 🛡️ Communicate effectively and collaborate with senior members of the Academy Recruitment team on all players of interest.
 - 🛡️ Proactively seek out fixtures and tournaments to attend.
 - 🛡️ Develop and maintain a strong network of contacts across your region.
 - 🛡️ Ensure all reports and player shortlists are kept up to date via the relevant software.
 - 🛡️ Ensure 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.
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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 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
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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.

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 International Youth Recruitment
- 🛡️ Head of UK North Academy Recruitment



- 🛡️ Recruitment & Scouting Administrator
 - 🛡️ Recruitment & Scouting Administrator Assistant
 - 🛡️ Head of Local Recruitment
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PERSON SPECIFICATION

Job Title: Head of South Academy 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
<u>Essential</u> 🛡️ An understanding of Safeguarding children, young people and adults at risk and wellbeing considerations 🛡️ Understanding of Academies EPPP system
Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc
<u>Essential</u> 🛡️ Excellent Communicate skills – written and verbal 🛡️ High level I.T. and presentation skills, in building and delivering relevant information <u>Desirable</u> 🛡️ Familiarity with video analysis or clipping software
General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc
<u>Essential</u> 🛡️ 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.
<u>Essential</u> 🛡️ Minimum 3 years scouting experience at a professional level, including management of staff or a project 🛡️ Extensive knowledge of the geographic area and key football networks within it
Qualifications: the level of educational, professional and/or occupational training required
<u>Essential</u>



- 🛡️ Post-holder will be subject to a DBS check at the appropriate level and cleared by the Wolves Safeguarding Manager
- 🛡️ FA Talent ID Level 2

Desirable

- 🛡️ FA Talent ID Level 3