



JOB DESCRIPTION

JOB TITLE:	Assistant Local Recruitment Officer – U11 – U14s
DEPARTMENT:	Recruitment
REPORTS TO:	Head of Local Recruitment
DIRECT REPORTS:	None
LOCATION:	Sir Jack Hayward Training Ground, Compton Park
HOURS:	Full-Time Contract
DATE:	October 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

Job purpose

The Assistant Local Recruitment Officer will predominately focus on overseeing the Emerging Talent Centre Recruitment and Programme, making sure we retain and recruit the best Midland Players, with also managing the trialist process U11-U14

You will be responsible for the identification and recruitment of players that are of the required standard to progress within the Emerging Talent U11-U14 Bracket 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.

Key responsibilities

- Gain a detailed understanding of the Academy player profiles and age group succession plans to highlight recruitment priorities across the 6-16 age groups.
- Identify players to Wolves Academy based on recruitment priorities, for U9-U16



- Weekly Communication with the Head of Local Recruitment and Assistant Local Recruitment Officer
- Communicate effectively with the Head of Local Recruitment about all prospective trialists and key players for U9-U14
- Manage the U11-U14 Trialist Schedules with the coaching staff on who's coming into academy trial.
- Oversee U11-U14 Emerging Talent programme
- Make sure all registers are completed and up to date on the correct system
- Be part of the decision-making process for Academy U9-U14 signings
- Manage the feedback process for Emerging Talent players and parents
- Manage all the Emerging Talent programme, fixtures and coaching programme.
- Proactively seek out fixtures to attend in order to get around the U9-U14 players
- Attend games in the region based on recruitment priorities, attending Midland Mid-Week fixtures and grassroots matches
- 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.

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

Safeguarding

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

- Head of Local Recruitment
- Local Academy Scouts
- Assistant Local Recruitment Officer
- Head of Youth International Recruitment
- Head of Coaching
- Academy Director
- Safeguarding Senior Manager – Academy Safeguarding Lead
- Safeguarding team
- Player Care Team
- EDI Lead
- Disability Access Officer
- Health & Safety Team

PERSON SPECIFICATION



Job Title: Assistant Local Recruitment Officer

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
- Knowledge on Pre-Academy Player Profiles, also knowing pre-academy environment
- 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

- High level of understanding of Safeguarding legislation and compliance in a football academy environment or similar sports environment

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 and/or vulnerable adults and uphold generally accepted practice when working with those participants.
- 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.

Essential

- 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
- This position is subject to a satisfactory DBS check. The successful candidate must have a clear and appropriate DBS certificate in place prior to commencing employment, in line with our safeguarding obligations
- Post-holder must hold or obtain at the earliest opportunity the relevant safeguarding training (i.e. FA Safeguarding Children Workshop)