



## **JOB DESCRIPTION**

**JOB TITLE:** Academy Scout – London  
**DEPARTMENT:** Academy Recruitment  
**REPORTS TO:** Head of South Academy Recruitment  
**LOCATION:** Predominantly home based with local / regional travel  
**HOURS:** 10 - 12 hours per week including evenings / weekends  
**DATE:** Oct 2024

**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.**

**We don't simply look to the future, we seize it.**

**We take seriously our commitment to the safeguarding of children 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 Academy Scout will predominately focus on players within the U13 – U18 age groups covering games and tournaments on a regional basis.

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**

- Identify and recruit players to Wolves Academy based on recruitment priorities.
- Gain a detailed understanding of the Academy player profiles and age group succession plans across the U13 – U18 age groups.
- Communicate effectively with the Head of South Academy Recruitment about all prospective trialists and players of interest.
- Proactively seek out fixtures to attend.
- Provide quality, detailed reports to help build and maintain our database of players and ensure all reports are uploaded to relevant software.
- Build contacts and relationships with staff at clubs and private academies in your region.
- 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.

July 2022



- 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.
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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
  - 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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### **Key relationships**

- Head of International Youth Recruitment
- Head of South Academy Recruitment
- Scouting and Recruitment Administrators

### **Safeguarding**

- This role involves working in close proximity to children and/or adults at risk. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.



## Person Specification

**Job Title:** Academy Scout - London

**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
- Excellent knowledge of teams and players within the area

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

Essential

- Excellent Communication 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 adults at risk 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

- Proven track record for at least 3 years as an experienced scout

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

Essential

- FA Talent ID Level 1 & 2
- Post-holder will be subject to a DBS check at the appropriate level and cleared by the Wolves Head of Safeguarding