



JOB DESCRIPTION

JOB TITLE:	Regional Coordinator (Emerging Markets)
DEPARTMENT:	Scouting
REPORTS TO:	Senior Recruitment Lead (with dotted line to the Head of Scouting)
DIRECT REPORTS:	None
LOCATION:	Predominantly home-based with local / regional / national travel
HOURS:	Full time, flexible working hours required (evenings and weekends)
DATE:	August 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 to the 2022/23 season, where three seasons at Molineux saw Wolves clinch the Sky Bet Championship trophy with 99 points, followed by a seventh-place finish in the Premier League, which included memorable wins over Manchester United, Tottenham Hotspur, Chelsea and Arsenal. The next season saw the team complete a memorable double over the reigning champions, equal the previous season's seventh place finish and reach the quarter finals of the Europa League all as part of the 'longest season' in league history, either starting before or finishing after all other teams.

However, this post is about not what we have done, but what we will achieve next.

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 and to ensuring that Wolves is free from discrimination and harassment.

Job purpose

There has never been a more exciting time to work at Wolves. The club is in the process of developing and implementing practices, strategies and teams to deliver success at the highest level.

The Regional Coordinator will focus on identifying and recruiting players at both Emerging Talent and First Team Level. They will analyse games across all countries in their region alongside the opportunity to cover fixtures abroad both live and on video.

They will be responsible for the identification, organisation and recruitment of players that are of the required standard to progress and succeed in the first team at Wolves.

They will be expected to carry out their duties in line with the scouts' code of conduct alongside the rules and regulations of the Premier League / Football Association.



Key responsibilities

- Have detailed and thorough knowledge of the region(s) assigned to you.
 - Understand how to use technical scouting to drive the identification process.
 - Be proactive in your identification of players competing in youth leagues alongside senior responsibility and coverage.
 - Be reactive to players flagged by internal stakeholders (senior management, data etc).
 - Ensure daily reports are uploaded to the relevant software.
 - Provide quality and detailed reports to help build and maintain our database of players.
 - Manage and update your regional shortlist to ensure it is always live and current.
 - Build and maintain a strong understanding of the market values of the different profiles in your region to assist price bracketing.
 - Use smarter scouting methods when reporting on games both live and on video.
 - Adaptability to report in other leagues/regions when cross-referencing
 - Proactively seek out target fixtures to attend live within your region, following on from the technical scouting process.
 - Build relationships / contacts to ensure we are well connected and able to access relevant stakeholders within the region.
 - Be willing to adapt to a potential change in the region.
 - 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 Wolves values, 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 Scouting
 - Senior Recruitment Lead
 - Head of International Youth Recruitment
 - Lead Recruitment Data Analyst
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Job Title: Regional Coordinator

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

- Good knowledge of football with regards to game models, playing styles and player profiling
- Sound ability to evaluate performance and identify potential in individual players
- Good understanding of both Wolves and English football in general
- Basic knowledge of GBE rules and regulations

Desirable

- Have experience of working within the required region before

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

Essential

- Able to communicate fluently in English – written and verbal
- Computer literate with good knowledge of MS Office and Apple Software
- Experience using key industry software (WyScout / Instat, Hudl, Statsbomb)
- A willingness to adapt to emerging technologies and using data insight to support the identification and recruitment process

Desirable

- Be able to speak a foreign language

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

Essential

- Excellent communication skills and interpersonal skills, to be able to present information clearly as well as challenge and question in a respectful manner
- A mentality that embraces change and adopts self-accountability for the body of work
- Ability and self-motivation to work remotely, yet still with a good team ethos
- Organised, methodical and logical approach to work whilst displaying an ability to be self-sufficient in both planning ahead and managing time
- 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

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

Essential

- Proven experience as a scout within an elite football organisation.

Desirable

- Working towards FA Talent ID Qualification

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

Essential

- 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

Desirable

- Undergraduate degree in a sport-related discipline



PERSON SPECIFICATION