



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Assistant Local Recruitment Officer U7 – U10s
<b>DEPARTMENT:</b>	Recruitment
<b>REPORTS TO:</b>	Head of Local Recruitment
<b>LOCATION:</b>	Sir Jack Hayward Training Ground, Compton Park
<b>HOURS:</b>	37.5
<b>DATE:</b>	June 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.

A football club which represents a city built on grit and togetherness and one that is defined by ambition; from pioneering floodlit football to succeeding at the highest levels of the English and European game.

Always looking forward and determined in the face of challenge, bright in spirit and unified by the bond between players, staff and supporters, while remaining humble and grounded in the values of our Wolverhampton community.

At Wolves, we honour the past, while seizing the future.

**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**

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### **Job purpose**

The Assistant Local Recruitment Officer will predominantly focus on overseeing the pre-academy recruitment and pre-academy programme, making sure we retain and recruit the best Midland Players and overseeing the U9 – U10s recruitment strategy.

You will be responsible for the identification and recruitment of players that are of the required standard to progress within the pre-academy and U7 – U10 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 and Football Association.

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### **Key responsibilities**

- 🔍 Gain a detailed understanding of the Academy player profiles and age group succession plans to highlight recruitment priorities across the 6 – 14 age groups.
- 🔍 Identify players to Wolves Academy based on recruitment priorities.



- 🔑 Weekly communication to 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 the U6 – U10.
- 🔑 Manage the U9 and U10 trialist schedules and communicate with the Lead U9 & U10 Coaching Staff.
- 🔑 Manage the process on coaching staff delivery and scheduling for the pre-academy.
- 🔑 Be part of the decision-making process for pre-academy signings and U9 & U10 Trialist.
- 🔑 Manage the feedback process for pre-academy players and parents.
- 🔑 Attend games in region based on recruitment priorities.
- 🔑 Ensure all reports are uploaded to relevant platforms.
- 🔑 Build contacts within the area your covering, grassroots clubs, schools and private academies.
- 🔑 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.
- 🔑 Maintain a strong relationship with Local Academy Scouts in order to share and build information.
- 🔑 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.
- 🔑 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 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

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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.



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## 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.

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## Key relationships

- 🛡️ Head of Local Recruitment
  - 🛡️ Local Academy Scouts
  - 🛡️ Assistant Local Recruitment Officer
  - 🛡️ Head of Youth International Recruitment
  - 🛡️ Head of Coaching
  - 🛡️ Academy Director
  - 🛡️ Senior Safeguarding Manager – Academy Safeguarding Lead
  - 🛡️ Safeguarding Team
  - 🛡️ Player Care Team
  - 🛡️ EDI Lead
  - 🛡️ Disability Access Officer
  - 🛡️ Health and Safety Team
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## PERSON SPECIFICATION

**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

### 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 communication skills – written and verbal
- 🛡️ High level IT and presentation skills with the ability of 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 the club
- 🛡️ Dedicated to self-improvement and personal development
- 🛡️ Organised, methodical and logical approach to work
- 🛡️ Values and respects others and can build relationships and collaborate 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)