



JOB DESCRIPTION

JOB TITLE:	First Team Scout
DEPARTMENT:	Scouting and Recruitment
REPORTS TO:	Head of Recruitment
DIRECT REPORTS:	None
LOCATION:	Predominantly home-based with local / 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 other.

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 First Team Scout will focus on identifying, scouting and recruiting players primarily at First Team Level, with additional work on Emerging Talents. They will cover fixtures in a range of countries & positions at the Club's discretion; primarily on video, whilst also having opportunities to attend live games both domestically and abroad.

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 English Football League / Football Association.



Key responsibilities

- Have detailed and thorough knowledge of players at the required standard to play for the Club.
- Understand how to use technical scouting to drive the identification process.
- Manage and update your personal shortlist to ensure it is always live and current.
- 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 (actionable / concise) reports to help build and maintain our database of players.
- Build and maintain a strong understanding of the market values of the different profiles to ensure players are recruitable.
- Use smarter scouting methods when reporting on games both live and on video.
- Proactively seek out target fixtures to attend live, following on from the technical scouting process.
- Build relationships / contacts to ensure we are well connected and able to access relevant stakeholders across different regions
- 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.

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

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 Recruitment
 - Lead Recruitment Data Analyst
 - Technical Scouting Coordinator
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PERSON SPECIFICATION

Job Title: First Team Scout

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
- Have a minimum of one season of experience of working within a similar role before.
- An understanding of Safeguarding children, young people and adults at risk and wellbeing considerations.
- 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

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, Hudl, Statsbomb, SkillCorner)
- A willingness to adapt to emerging technologies and using data insight to support the identification and recruitment process

Desirable

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

Essential

- 🛡 Understanding of how to work safely with children, young people and adults at risk to uphold Safeguarding best practice.
- 🛡 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
- 🛡 Promote, adhere to and implement the Club's Equality Policy and to work consistently to embed equality and diversity within Club

Desirable



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 with children and/or vulnerable adults

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

Essential

- Post-holder must hold or obtain at the earliest opportunity and maintain the relevant safeguarding training (i.e. FA Safeguarding Children Workshop).
- Post-holder will be subject to a DBS check at the appropriate level and cleared by the Wolves Safer Recruitment Group

Desirable

- Undergraduate degree in a sport-related discipline.
- Working towards FA Talent ID Qualification