

Plymouth Argyle Football Club



Job Advert

1. Details

Job Title:	Head of Academy Player Recruitment
Location:	Based at Home Park, Plymouth but also working at various other locations as and when required
Accountable to:	Academy Director
Responsible for:	Overseeing Club scouts
Salary:	£10,000 per annum

2. Core Responsibilities

We are a small team and our employees work together as an integrated team, under the leadership of the Chief Executive Officer. Employees have key objectives to offer the highest standard of service and administration to our employees, customers and supporters; Through our employers we aim to enhance the reputation of the club locally and on a national basis both on and off the pitch.

The post holder will be responsible for assisting the Academy Manager in the recruitment of players and in overseeing the Club's scouts and representatives.

3. Key Duties

1. To assist the Academy Manager in the recruitment of players between U5-U21.
2. To ensure full compliance with all rules and regulations set by the Football Association and the English Football League/Premier League.
3. To supervise the Club's scouts and representatives, mentoring their activities, providing support and guidance whenever appropriate.
4. To liaise weekly with the Academy Manager, Lead Phase Coaches & Centre of Excellence Manager keeping them updated on any matters arising. A monthly report should be available for the Academy Management Team and Technical Board when required.
5. To organise and lead monthly meetings of the Club's scouts and representatives.

6. To ensure that all scouts and representatives:
 - are recruited via a rigorous process that includes obtaining a minimum of two character references;
 - are registered with the English Football League through their online registration process;
 - understand and have signed the required documentation, including the appropriate Code of Conduct that specifies their role in the recruitment process;
 - are in possession of and wear season-specific photographic ID (which shall be returned immediately they cease to be involved with the Club);
 - have attended a FA Talent Identification course;
 - have completed a FA Safeguarding Children and Young Persons in Football workshop;
 - promote and enhance the Club's image and demonstrate Club loyalty;
 - are emphatic to all aspects of grass-roots football, especially regarding the need to approach managers/officials at matches to introduce themselves and to explain that they are observing, and producing their season-specific photographic ID;
 - are honest and realistic with parents and players, refraining from making unrealistic promises to players, parents or club managers and not promising trials without the permission of the Club;
 - submit reports as and when required; and
 - do not abuse their position.
7. To keep up to date activity plans for all scouts. Recording information on which games they have attended on a weekly basis (preferably on the PMA system).
8. To monitor the Club's Academy and five Centre of Excellence's (COE) – each COE should be visited once per block and the academy on a bi-weekly basis.
9. In conjunction with the Lead Phase Coaches & Centre of Excellence Manager to co-ordinate trials on a regular basis across the South West, identifying players to join the club's player pathway.
10. To establish effective liaison with County Associations, Clubs, Leagues and governing bodies. To ensure either yourself or one of our registered scouts attends the following:
 - District/County football matches and trials in Cornwall, Devon, Dorset and Somerset.
 - Local Grassroots Junior league matches over the surrounding areas.
 - Schools fixtures and club festivals.
 - Centre of Excellence or Long Term Players Development Centre fixtures/festivals.
11. To assist in the development of strong links with the Club's Community programme and to liaise with the Football in the Community Coaches on key community issues.
12. To understand the Academy Director's talent requirements appropriate to the age, growth and development of young players, and to promote these requirements to the Club's scouts and representatives by means of regular meetings and CPD events.
13. To be familiar with the rules and ethical good practice relating to contacting young players under the age of 18 and their parents, and to promote these rules and the ethical good practice to all scouts and representatives via appropriate training.
14. To update the PMA with Talent ID forms that scouts have completed for players identified and monitoring players on a regular basis.
15. To assist the Academy Manager in processing the registration of all trialists, including obtaining written permission from the clubs of players including those registered at other Football League clubs that may be playing for our Club as trialists. This should also include identifying in advance whether or not there is any liability for the Club to pay compensation for any such players, and subsequently the registration on Pre-Contract Agreements of Schoolboy Players recruited from, or released, by other clubs

that accept Apprentice Offers.

16. To ensure that whenever it is proposed that a young Player be recruited from outside the jurisdiction of the Football Association (i.e. any player who has played for any club under the jurisdiction of another national Association, including the national Associations of Wales, Scotland, Northern Ireland and Ireland), suitable compensation agreements have been made with every club for which that player has played since reaching his 12th birthday in accordance with UEFA and FIFA regulations.
17. To ensure that whenever a scout or representative of the Club wishes to attend any Academy games at other clubs an appropriate and timely application is made and written permission received in advance.
18. To endeavour to be aware of any possible direct or indirect approaches to any of the Club's players or their parents outside of those allowed by the rules and regulations of the English Football League, Premier League and Football Association applicable to Youth Development, and to assist the Academy Manager to process any documentation needed in the event of an Academy Player joining another Club to ensure that the Club secures the maximum possible sum of compensation.
19. To attend English Football League meetings and seminars as required and to assist the Academy Manager liaising with the Regional Officers of the English Football League and League Football Education, and/or representatives of the Independent Standards Organisation, to facilitate the various inspection visits to which the Academy programme will be subjected.
20. To ensure that all data related to the Academy is managed and stored in line with Data Protection legislation.
21. To meet KPIs as set out by line manager.

Other responsibilities:

- To adhere to the values of Plymouth Argyle FC as stated in Appendix 1
- Always act with utmost good faith Plymouth Argyle FC
- Devote full attention and ability to fulfillment of the duties required by the role
- Other duties as reasonably requested by a member of the senior management team
- To work closely with partners to maintain good relationships
- To work with colleagues within the organisation to maintain good relationships and collaborative working practices
- Active participation on continuous professional development and the appraisal process
- To undertake such other duties, training and/or hours of work as may be reasonably required which are consistent with the level of responsibility of this job.
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times.
- To safeguard and promote the welfare of all children, young people and vulnerable adults.
- To be vigilant and support all safety and security operations
- Promote the brand identity at all times
- To undertake any other duties not detailed above commensurate with the level of the post.

4. Core Knowledge & Skills Required

Experience:	<ul style="list-style-type: none"> • Experience in coaching within a professional football club. Experience of working in a fast paced and pressurised environment. • Team work experience • Experience in the role or similar position • Leading a team and managing people
Qualifications and Training:	<ul style="list-style-type: none"> • FA Level 4 in Talent Identification Course (or prepared to work towards this qualification) • Valid FA CRB Enhanced Check (Immediately) • FA Safeguarding workshop • Basic First Aid for Sport (BFAS)
Special Skills and Knowledge	<ul style="list-style-type: none"> • Knowledge of the rules and regulations of the FA, EFL and Premier League. • An understanding of and a commitment to equal opportunities issues both in the workplace and wider community. • Proficient in the use of Microsoft Office systems e.g. Office, Excel, PowerPoint or equivalent systems.
General:	<ul style="list-style-type: none"> • Excellent organisational skills • Team player with the ability to lead and engage where necessary • Positive attitude • Excellent verbal/presentation communication skills • Ability to prioritise and meet deadlines • Ability and willingness to work outside of normal hours including evenings and weekends. • Ability to travel independently • Commitment, Enthusiasm & Passion • The ability to work as an integral part of the team • Understanding of PAFC policies and procedures and ability to develop protocols as necessary • The ability to work on your own initiative • High level customer service skills • The ability to work logically, consistently and accurately • Self motivated • Demonstrate a positive and professional attitude and appearance. • Ability to work under pressure and alone when required • Integrity and ability to maintain confidentiality