



# MORECAMBE FC

## JOB DESCRIPTION

**Job Title:** Academy Head of Recruitment  
**Reporting to:** Academy Manager/Head of Coaching  
**Location:** Morecambe Football Club Academy

### 1. PURPOSE

#### Academy Head of Recruitment

- To recruit, organise and manage a team of local scouts to support the Academy and Youth Development Programme at all levels.
- Produce and maintain a database of potential players from other Premier/Football League Clubs (Academy level 1/2) from 'local grassroots' football (liaise with Academy Manager/Head of Coaching on all players deemed suitable).
- Produce and maintain a database of all players at Academy Level who meet the desired Morecambe FC Academy Player Profile and are deemed suitable for consideration to play for Morecambe FC Academy.
- To develop a network of scouting contacts within the North West Region and beyond and develop a communication strategy with such contacts in order to identify suitable players that meet the required Morecambe FC Academy Player Profile and are considered suitable for selection into Morecambe FC Academy.
- To liaise with overseas (where applicable – Isle of Man) and facilitate a detailed database of talent identified.
- To continuously monitor the recruitment process and administration ensuring that it is fit for purpose and identifying the appropriate talent.
- To liaise with the Academy Manager/Head of Coaching to ensure that the recruitment strategy is within budget.
- Liaise with the Academy Manager/Head of Coaching, Lancaster & Morecambe College and the Community Trust Manager to develop and organise a 'Player Talent Identification' programme whereby invited players can attend the Academy training/games programme during school holidays/half terms.
- To ensure the Academy Manager/Head of Coaching is informed of all trialist players attending the Academy at any time, ensuring that all relevant documentation where required (EFL Youth Development Rules and Regulations) is completed and filed.

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## 2. SCOPE

- Manage and oversee the Talent Identification strategy for Morecambe FC Academy working closely with the Academy Manager/Head of Coaching.
- Through regular communication with Academy staff, monitor players and report their progress on a regular basis, attending the scheduled 6 weekly Academy Management Team Meeting.
- Liaise with facility managers/personnel in order to ensure that the Academy maximises the facilities available (Player Talent Identification Programme).
- To actively manage scouting staff to produce the required information and documentation on players deemed suitable and capable of being considered for Morecambe FC Academy.
- Oversee scouts to ensure they carry out their roles and responsibilities within the parameters of the Club/Academy Codes of Conduct and Policies and Procedures.

## 3. MAIN DUTIES/KEY ACTIVITIES

- Ensure Scouts complete the relevant documentation and player profiling.
- Through a programme of monitoring ensure the recruitment process associated with excellence is maintained and continuously developed.
- Be actively involved with the coaching staff in developing the requisite Morecambe FC Academy Player Profile document and guide.
- To provide up to date reporting of all talented players identified, the monitoring process and reporting to the Academy Manager/Head of Coaching through the 6 weekly Academy Management Team Meeting. Advise the meeting of potential Academy players, trials and games for trialists, providing specific details regarding travel, accommodation and educational needs.
- Provide an input into the development of annual budgets and targets associated with Recruitment, working closely with the Academy Manager.
- When required will attend the Academy Technical Board meeting - to advise the meeting of potential Academy players, trials and games for trialists, providing specific details regarding travel, accommodation and educational needs.
- Attend the 6 weekly Multi-disciplinary Team Meetings as scheduled, attending 75% per year. Provide details on potential Academy (apprentice) player information with personal details. Identify player targets and dissemination of requests for trials from correspondence, emails, telephone and other Academies Release documentation. Confirmation of fixtures involving potential Academy (apprentice) players.
- Provision of information regarding potential first team prospects that have come to the Departments attention outside of the Academy recruitment process (College players for instance).

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### • Safeguarding statement

Morecambe FC is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists; as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore all convictions including spent convictions that have not been subject to filtering by the DBS should be declared”.

Relevant information and / or documents will be distributed as part of the recruitment process.

### General information

The employee must at all time carry out their duties with due regard to the Morecambe FC policies and procedures.

The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

Given the under-representation of BAME coaches in the workforce it is important that Clubs have a policy of ensuring that some positions within their Academy are open to ‘entry level’ candidates with no previous experience. Otherwise the lack of previous experience in the BAME coaching workforce will mean that the current under-representation will self-perpetuate.

### Applying for the Role

Applications are to be sent to: [academy@morecambefc.com](mailto:academy@morecambefc.com)

Applicants are requested to submit a completed application form, together with a letter of application, setting-out how you meet the criteria for the role. Please note that we will only accept applications on the Club’s application form.

**Closing date for applications: 31/05/2019**

**Only applicants invited for interview will be contacted.**

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