

# Job Description



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## Post Title

Player Recruitment Assistant (Under 9s - Under 16s) (Part-time)

## Department/Location

Huddersfield Town AFC Academy, the Millers Oils High Performance Complex

## Reports To

Head of Academy and B Team Recruitment  
Academy Manager

## Purpose of the Role

- To develop and manage a local Academy recruitment network.
- To identify talent for each age group (U9 – U16) with the Huddersfield Town Academy.
- To align with scouting and recruitment processes throughout the Academy.

## Functional Links

**Internal:** Academy Manager  
Head of Academy and B Team Recruitment  
Player Recruitment Lead (U9 - U16)  
Coaching Staff  
Scouting Staff  
Staff and Managers throughout the organisation

**External:** Scouts from other Clubs  
Local Clubs  
Premier League and English Football League  
Football Association (FA)  
Parents/Carers

## Key Performance Indicators

- The post holder will be responsible for helping implement the Academy recruitment philosophy across the U9 – U16 Academy programme. Through this process the post holder will be responsible for recruiting players throughout the differing age groups and pre-Academy.
- Extensive knowledge of the football industry, and rules and regulations regarding player recruitment at Academy level in line with EPPP requirements.

## Role Specific Responsibilities

The post holder will be required to:

- Identify talented youth footballers who have the potential to play in the First Team at Huddersfield Town AFC.
- Work to the Club's strategy on talent identification.
- Work with the Player Recruitment Lead (U9 – U16) to manage and coordinate Academy Scouts, ensuring there is a clear strategy for recruiting players.



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- Recruit players for the Academy from throughout the local area and, when required, nationally, in line with the EPPP rules.
- Continually monitor the performance of the Academy scouting network, through the Academy recruitment policies and procedures.
- Coordinate the weekly local scouting schedule in line with the player recruitment strategy.
- Continually review and implement player recruitment protocols, and ensure all staff are fully aware of these.
- Through the Academy FIP system, help manage the recruitment section specifically U9 - U16 and pre-Academy, while also ensuring that players are monitored, tracked, and reported on.
- Review and implement the multidisciplinary scouting reports in line with the Academy player profiles, while ensuring these reports are completed by all recruitment staff.
- Continually monitor scouting reports and follow up on any players identified.
- Attend Academy meetings, both departmental meetings and in-service training for Scouts.
- Undertake own scouting duties in the recruitment of players.
- Liaise with the Head of Academy and B Team Recruitment, Player Recruitment Lead, and Lead Coaches in the multidisciplinary process and signing of players.
- Continually track and monitor data in relation to the signing and release of recruited players.
- Communicate regularly and effectively with parents and carers.
- Oversee the development of strong relationships with the Huddersfield Town Foundation, local clubs, schools, and community groups to identify players.
- Develop strong links with other professional clubs as part of the recruitment strategy, to identify and recruit players.
- Respond and follow up any recommendations or trial requests from external individuals.
- Work closely with Lead Coaches to arrange specific trials for individual players in relation to training and games.
- Fulfil any other scouting duties as directed by the Head of Academy and B Team Recruitment.
- Undertake any required CPD in line with the Academy requirements.
- Have a flexible and professional attitude, and to be a genuine team player with a desire to seek solutions and success.



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## Other

- Be willing to travel and to work unsociable hours including evenings and weekends.

This job description is not intended to be exhaustive, and the post holder is required to undertake any other duties as may reasonably be required by the Academy Manager, the Huddersfield Town Chief Executive Officer, and/or any other senior leader/Director within the Club, commensurate with the level of the post.

## Behaviour/Conduct

The post holder is required to:

- Be proactive with workload and interventions.
- Seek to continually develop their skills and knowledge.
- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role.
- Communicate appropriately at all levels.
- Be flexible to fit the development and growth of the organisation.
- Be flexible in hours of work.
- Be trustworthy and adhere to the Club's Code of Conduct and Ethics.
- Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018.
- Consistently demonstrate high standards of behaviour and appearance and encourage the same from others.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- Respect others and behave in an inclusive and non-discriminatory manner, taking account of all protected characteristics, as specified in the Equality Act 2010.

## Additional Information

### Safeguarding:

Huddersfield Town Association Football Club (HTAFC) Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is anticipated that the role of Player Recruitment Assistant (Under 9s – Under 16s) will involve the supervision of and work with children and young people or vulnerable adults; therefore, the post holder will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA.



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Applicants must disclose all previous convictions including spent convictions in accordance with the associated legislation. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'.

This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

The post holder will also be required to undergo Safeguarding Training, to be agreed with the Head of Safeguarding.

### **Equality, Diversity, and Inclusion:**

Huddersfield Town AFC and the Huddersfield Town Foundation are diverse environments in which we respect all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Club and Foundation and to be able to achieve their full potential.

We have a zero-tolerance approach to any form of discrimination, and we are committed to the redress of any inequalities by taking positive action where appropriate. All employees are required to support and uphold this zero-tolerance approach and contribute to our 'Terriers Together' Equality, Diversity, and Inclusion Strategy.

The post holder will be required to sign and return a copy of this document to the Human Resources Manager on accepting an offer of employment.

### **Accepted by:**

**Name (Printed)** .....

**Name (Signed)** .....

**Date** .....

**This Job Description was prepared in March 2024.**

**The proposed review of this Job Description is July 2025.**





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# Person Specification

## Post Title

Player Recruitment Assistant (Under 9s – Under 16s)

Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"><li>• Previous experience in a player recruitment role in football.</li><li>• Previous experience of working with young people and their parents/carers.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a professional football Academy.</li><li>• Experience in a line management or supervisory role.</li></ul>
<b>Qualifications and Professional Accreditation</b>	<ul style="list-style-type: none"><li>• A good standard of general education at GCSE level or equivalent, or higher.</li><li>• FA National Talent Identification and Scouting in Football (Talent ID Level 2).</li><li>• Live Child Protection/ Safeguarding certificate.</li></ul>	<ul style="list-style-type: none"><li>• FA Advanced Principles of Talent Identification and Development in Football (Talent ID Level 3).</li></ul>
<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Excellent communication and interpersonal skills evidenced through positive and productive relationships with all stakeholders.</li><li>• Able to support team members and maximise their potential.</li><li>• Creative approach to problem-solving.</li><li>• Ability to positively influence others.</li><li>• Well-organised and able to manage own workload and multiple priorities.</li><li>• Familiar with IT and Microsoft Office applications.</li></ul>	



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Area of Expertise	Essential	Desirable
<b>Additional Requirements</b>	<ul style="list-style-type: none"><li>• Passionate about making a difference through sport.</li><li>• Committed to professional and personal development.</li><li>• Suitable to work in an environment in which there will be contact with children and young/vulnerable adults.</li><li>• Committed to equality and diversity initiatives, and inclusive practice.</li></ul>	<ul style="list-style-type: none"><li>• Flexible approach to work, to meet the needs of the business.</li><li>• Full UK driving licence and access to own transport.</li></ul>