

# **Head of Academy Recruitment**

## **Job Advert**



Following an external promotion for the current incumbent to a role with a Premier League Category One Academy, Oxford United are excited to be recruiting for the position of "**Head of Academy Recruitment**" working full-time within our Boys Academy U7s-U19s programme.

Reporting directly into the Academy Manager, prospective candidates will be joining Oxford United at an exciting time in the club's history with on-field success at both U18s and senior Men's/Women's level and steps being taken towards Category Two Status within the Academy.

The successful candidate will have a fierce commitment to recruitment excellence and a willingness to work closely with the club's sports science, performance analysis and coaching staff to continue the growth and improvement within our talent identification programme.

Based daily at the Club's training ground in Horspath, Oxford, this exciting opportunity will see the successful candidate have day to day responsibility for all U7s-U19s talent identification and recruitment along with an involvement in the wider aspects of the Academy provision as a member of the Academy Management Team.

Oxford United Football Club is an equal opportunities employer and welcomes applications from candidates across all parts of society for this Academy Leadership role.

Please see the attached Job Description for further details regarding this position.

Applications should be made by email to Academy Manager, Dan Harris on [dharris@oufc.co.uk](mailto:dharris@oufc.co.uk) before 17:00 on Thursday 30<sup>th</sup> September 2021 and should include:

- An up-to-date CV including details of all relevant qualifications and experience.
- A covering letter outlining your suitability for the role.
- Details of two references, one of whom must have had experience in an Elite Sporting environment.

### **BAME Declaration**

The EFL and Premier League have introduced positive action measures aimed at tackling the under-representation of coaches, managers and staff from Black, Asian and Minority Ethnic (BAME) backgrounds within professional football. Here at Oxford United we are committed to exceeding these new requirements and, as a result, will shortlist at least one suitably qualified BAME candidate (where an application has been received) for all full-time roles within our Academy.

All candidates will be required to provide proof of all relevant certificates and qualifications and this post will also be subject to an enhanced disclosure from the Disclosure and Barring Service.

Further details of the role can be found in the job description below:

## Job Description

<b>Job Title:</b>	Head of Academy Recruitment
<b>Hours of Work:</b>	40 hours per week variable and subject to demands of the role
<b>Department:</b>	Academy
<b>Salary:</b>	On Application
<b>Contract:</b>	Full Time, Permanent
<b>Responsible to:</b>	Academy Manager
<b>Responsible for:</b>	Part time recruitment staff, volunteer scouts & local club connections.

## Structure & Purpose of Role

- To lead & manage the Academy recruitment process in line with the club's Academy Philosophy and the Academy Performance Plan.
- To be the lead talent ID contact across the Academy programme and head up the player recruitment process across all three Phases.
- To instil, uphold and develop the Academy values across our recruitment department & promote safe, elite-standard behaviours across all parts of the talent ID process.

## Core Responsibilities

- Line management of all Academy recruitment staff.
- Leadership on delivery and monitoring of Academy Performance Plan, and EPPO KPI's across Recruitment department.
- Contribute to Academy Management Team in a Head of Department position.
- Responsibility for parent communication and player welfare across trialists.
- Modelling of elite recruitment good practice across phases through delivery of regular staff development and CPD events.
- Build and enhance relationships with key stakeholders across Oxfordshire and surrounding areas.
- Contribution to scholarship onboarding process and programme with specific responsibility for transition between YDP into PDP.
- Oversight for pre-Academy programme and coordination of RTC/development centre links.
- Contribute to the player transition and exit programme across all three phases of the Academy.
- Quality control all processes within the Academy Recruitment department in line with Audit process.
- Any other duties as required by the football club within the reasonable demands of the role.

## Person Specification

- Outstanding talent ID professional with experience of working across Phases.
- High character individual with a values-driven approach to working with people.
- Committed, enthusiastic and passionate about the development of young people.
- Ability to work both independently and as part of a team.
- Strong empathy and communication skills set suitable for parents and players across all phases.
- Strong IT skills and a strong understanding of and commitment to entering data onto the club PMA, recruitment database and IFAS systems to a high standard.
- Able to adapt to the demands of the job and needs of the players and other staff.
- Dedicated to self-improvement and continuous professional development.
- Committed to working to and promoting the values & philosophy of Oxford United.

## Qualification/Experience Requirements

### Essential

Minimum FA Talent ID level 2

Minimum two years-experience working in Academy recruitment environment

FA Safeguarding Certificate

FA Level two First Aid Qualification

Enhanced DBS Clearance

Understanding of the unique landscape and challenges across Oxfordshire in Academy Recruitment.

Experience of working within FDP, YDP and PDP phase at an Elite Academy level.

Understanding of specific safeguarding responsibilities within Academy football.

### Desirable

FA Talent ID level 3/4

D1 Minibus drivers licence

Experience of EPPP Audit process

Experience of working in Cat 1/Cat 2 Academy

Based geographically close to Oxford

## Applying for the Role

Applications in writing with a covering letter and CV detailing your experience and suitability for the role.

Please provide the names of two industry referees within your application

Applications should be made by email to Academy Manager, Dan Harris on [dharris@oufc.co.uk](mailto:dharris@oufc.co.uk) before 17:00 on Thursday 30<sup>th</sup> September 2021

Oxford United Football Club 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 a CRC should be declared. Relevant information and / or documents will be distributed as part of the recruitment process.

Oxford United Football Club is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity.