



Job Description & Person Specification

Position Details

Position: National Academy Scout - Scotland	Department: Academy – Emerging Talent	Reporting To: Head of Emerging Talent
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Overall Objective: To identify and recommend potential elite players for the academy age groups (15-16 years predominantly) through attending relevant games and using the relevant reporting process all within Scotland

Job Description

Main Duties:

- Identify and monitor existing targets and potential new players to support the Club recruitment strategy from within Scotland
- Attend fixtures and tournaments to further enhance information collated on existing targets
- Carry all necessary identification and other documentation when visiting a fixture or tournament with the intention of scouting a player
- Act quickly on information received from others to scout potential new players.
- Collate observations made on players at fixtures and tournaments in preparation for formal reports to be written and submitted
- Assist Head Scouts on request with any information on players identified

Key tasks:

Talent Identification

- Identify and monitor existing targets and potential new players to support the Club recruitment strategy
- Attend fixtures and tournaments to further enhance information collated on existing targets
- Carry all necessary identification and other documentation when visiting a fixture or tournament with the intention of scouting a player
- Act quickly on information received from others to scout potential new players
- Collate observations made on players at fixtures and tournaments in preparation for formal reports to be written and submitted
- Assist Head Scouts on request with any information on players identified

Feedback and Reporting on Players

- Compile and collate reports using a bespoke match and player reporting process to support the talent identification process
- Upload all match and individual player reports within 48 hours into FT staff
- Use data as part of the scouting and recruitment process and use it to support a case for player signings
- Liaise with the Recruitment Department to arrange trials for exceptional players
- Participate in regular scout meetings and clearly articulate rationale and informed conclusions on players

Relationship Cultivation

- Act as a frontline ambassador for Leicester City Football Club at all times
- Build strong relationships with the Scouts working across the club to support player monitoring, research and ongoing league, team and player analysis

- Create a network of external scouting and intermediary contacts to support the scouting process and to allow the opportunity to gain intelligence quickly
- Communicate clearly and appropriately with club colleagues, external contacts and potential future players

Self-Focus

- Use a high level of self-management to organise and coordinate a working schedule, focusing on player priorities and communicate this appropriately at all times
- Deliver results under pressure in a fast-paced environment
- Develop an understanding of the players already at the club, as well as an excellent knowledge of the teams' playing styles at Academy and First Team level
- Attend training or other professional development opportunities as required by the Club

Compliance and Regulation

- Ensure self and others conduct themselves in a manner that adheres to, complies with and supports the Club's policies and procedures in accordance with but not exclusive to Health and Safety, Equality & Diversity, the Premier League and Football Association
- Adhere to the club Code of Conduct, and Scout Role and Responsibilities, at all times
- Ensure safeguarding policies are understood and adhered to throughout the Club
- Understand and adhere to the Club's safeguarding procedures and externally issued guidelines (e.g., Keeping Children Safe in Education)
- Act upon safeguarding and welfare concerns identified or raised and report them to an appropriate individual
- Drive and use company vehicles and personal equipment in accordance with Club and legal requirements
- Adhere to any other reasonable requests that meet the needs of the business

Equality

- Support a culture (behaviours, words and actions) that demonstrates that the Club's support of a commitment to the equality of opportunity, diversity and inclusion

The Employee must at all times carry out his/her responsibilities with due regard to the Club values and policies and procedures, in particular Health & Safety, Equality and Diversity, Safeguarding, Confidentiality and with regard to the Data Protection Act.

The above Job Description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the Club.

Person Specification

Essential

- Previous experience in a similar role
- An in-depth knowledge of youth football
- An in-depth knowledge of the tactical and technical elements of Youth Football
- Excellent IT skills (including excellent MS Office – word, excel, PowerPoint).
- Demonstrates honesty, integrity, reliability, and the ability to ensure confidentiality at all times.
- Possess strong management skills and have a flexible approach to working unsocial hours.

Desirable

- Worked in A Category 1 academy
- FA Talent Identification qualifications
- A full clean driving licence

Behavioural Competencies

- Communication and good interpersonal skills to convey in a clear, accurate manner.
- Teamwork: Works within a team environment, co-operates with colleagues and helps others to achieve objectives
- Taking ownership and the ability to work on your own initiative
- Excellent IT skills (including MS Word, Excel and use of PMA system.
- Able to work to deadlines.

Academy Values

- Integrity: Able to act in an ethical manner at all times, treat individuals with respect and demonstrate trustworthiness and honesty at all times.
- Innovation: Able to be forward thinking at all times
- Professionalism: The ability to maintain professionalism and a calm demeanour at all times
- Pride: Take pride in your actions and decisions in an enthusiastic manner.

Role Requirements

- To be able to work on matchday weekends and evenings, including Public Holidays
- To comply and promote the Club's policies and procedures to include Safeguarding, Equality & Diversity and GDPR compliance
- Understanding of the governance, security and cyber security requirements including areas such as General Data Protection Regulations (GDPR)
- To undertake required training including mandatory Club Equality and Diversity, Health and Safety and Safeguarding Induction.
- This role is subject to satisfactory completion of the FA Enhanced DBS Check

This Job Description may be changed and amended from time to time at the discretion of the Club.

Leicester City Football Club is an inclusive employer and will provide equality and fairness for all employees. Leicester City Football Club opposes all forms of unlawful and unfair discrimination. Please refer to our Equality and Diversity Policy for further information.

Worker Signature _____

Date ___/___/___

Director Signature _____

Date ___/___/___