



Carlisle United

Position – Head of Academy Recruitment (Part Time – 10 hours per month)

Carlisle United Football Club are looking to recruit a Head of Recruitment to lead and manage the Talent ID and recruitment department in line with the Club's Academy Performance Plan.

Main roles and responsibilities –

- Manage and develop a season long recruitment strategy
- Manage and direct the Youth Recruitment Scouts for all age groups from U9-U16's and ensure good communications and working relationships with the Academy Manager and Academy staff
- Comply with all scouting protocols implemented by the department and ensure the team under your management do so also
- Manage and keep up to date the monitoring, tracking, reporting and recommendation procedure for youth players using the PMA
- Work in conjunction with a Multidisciplinary team
- Attend and play an active role in Academy Management Meetings
- Lead on Recruitment Team meetings
- Any other duties as required by the football club within the reasonable demands of this role
- Be trustworthy and adhere to Club's code of conduct and ethics
- Be flexible with hours of work

Essential qualifications & Experience Requirements

- FA Talent ID Level 2
- FA Safeguarding
- DBS Clearance
- Computer Literacy
- Valid Driving Licence
- Excellent Communication, Organisation and Management skills

The position is salaried and will be dependent upon experience.

Carlisle United Football Club is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This role involves work with children and as such is subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through the FACRB system is required before any employee may commence employment. As such this post is exempt from the Rehabilitation of

Offenders Act (1974) and the postholder applicant must disclose all previous convictions including spent convictions.

The Club expects any applicant to self disclose any matter of a safeguarding nature which may be relevant to their employment. The club also reserves the right to carry out risk assessments where content has been disclosed on a DBS disclosure if it feels that it is relevant to the job requirements. Failure to satisfy the Club and the EFL's safeguarding requirements may lead to the job offer being withdrawn or, if they have already started employment, summary termination of the employment.

How to apply –

Please send a covering letter and your CV for the attention of Sarah McKnight, Club Secretary, by email to Sarah.McKnight@carlisleunited.co.uk or by post to Carlisle United FC, Brunton Park, Warwick Road, Carlisle CA1 1LL.

Closing date is 29 February 2020