

Job Description

JOB TITLE	Head of Player Recruitment
EMPLOYMENT STATUS	Part-time
HOURS	15 hours per week
FINANCIALS	To be negotiated
TEAM	Livingston FC
BUSINESS UNIT	Academy
REPORTS TO	Head of Academy

CORE PURPOSE OF THE ROLE

- To identify and recruit players suitable for the Club's Academy structure, who are capable of being developed through its Player Development Pathway
- This shall include players from U11s through to U18s
- All players must be recruited in line with CAS criteria and general scouting procedures

KEY ACCOUNTABILITIES

- Identify and recruit players at all age groups within the academy
- To liaise and develop positive relationships for the purpose of player recruitment with key external bodies including but not limited to local schools, grassroots clubs, leagues and the SFA
- Where required, aid with the organisation of trials for players to ensure recruitment targets are met
- Keep up-to-date with relevant player information and statistics for use at player assessment meetings, where required
- Maintain good levels of communication with all members of academy staff including, but not limited to, the Head of Academy, fellow coaches and academy administrators
- Be presentable, smart, and personable at all times when representing the Academy and the football club
- Undertake all reasonable tasks assigned by the Head of Academy

KEY CAPABILITIES, KNOWLEDGE, SKILLS AND EXPERIENCE

- Committed, enthusiastic and passionate about the recruitment of talented players
- Ability to work as part of a team as well as using one's own initiative in developing individual players and coaching sessions
- Understanding working environment of the Academy and Livingston FC
- Excellent interpersonal skills with a variety of personnel across the Academy and the Club
- Able to communicate effectively with players, parents, and fellow staff members at all levels
- An understanding of a range of communication styles to optimize the development of players within the Academy

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QUALIFICATIONS	
• Minimum: Scottish FA Talent ID – Level 3	

EXPERIENCE	
• Minimum: At least one year experience in a football environment. Demonstrated knowledge of the game in all aspects (technical, tactical, mental, physical, etc)	
• Preferred: Previous experience in the Club Academy Scotland (CAS) set-up. Experience working in a professional football club (or academy) environment. Knowledge of the CAS criteria and processes required to run teams at academy level.	

KEY DIMENSIONS	
PEOPLE	Head of Academy
FINANCIALS	To be negotiated
REPORTS TO	Head of Academy
OTHER	N/A