

Job Description Template

POSITION	Academy Scout
TEAM	Livingston FC
DEPARTMENT	Academy (CAS programme)
REPORTS TO	Head of Player Recruitment
LOCATION	Home of the Set Fare Arena, Livingston Football Club, Alderstone Road, Livingston, EH54 7DN
HOURS	Part-Time, 5-8 hours, Evenings and Weekends
FINANCIALS	Voluntary
NOTICE PERIOD	4 weeks

CORE PURPOSE OF THE ROLE

- To identify children and young people that have the potential to play football and be involved in a performance programme at Livingston Football Club.

KEY ACCOUNTABILITIES

- To observe children and young people playing football in a match and/or training environment with the purpose of assessing their future potential in line with Livingston FC's standard operating procedures.
- To communicate within Livingston FC in relation to children and young people that have been observed in line with Livingston FC's standard operating procedures.
- Provide submission of player reports with clear recommendations to the Head of Player Recruitment.
- Undertake extensive networking and build positive relationships with clubs, other scouts, trusted sources, leads and other key stakeholders in the football community.
- To uphold the principles set out in the national Protocol for the Recruitment, Management and Monitoring of Football Scouts.
- Observe, and be subject to, the rules, regulations, articles and by-laws of the Scottish Football Association, or any other relevant football governing body.
- Be responsible for personal continuous professional development and ensure qualifications are up to date.
- Observe Livingston FC Safeguarding policies, ensuring the wellbeing and safety of children and young people, and undertake training as required.
- Maintain confidentiality and adhere to GDPR policies in accordance with Livingston FC's HR procedures and statutory legislation.

KEY ATTRIBUTES, CAPABILITIES, KNOWLEDGE, SKILLS

- A detailed knowledge and understanding of talent identification.
- A detailed knowledge of relevant football rules in relation to the recruitment and identification of children and young people to play within Scottish football
- Knowledge and understanding of the national context of children's wellbeing and protection in Scotland.
- Knowledge and understanding of children's rights and participation.
- Ability to identify children and young people with the skills and competencies required for potential football players, including an ability to assess players' capabilities and development needs.
- Excellent communication and interpersonal skills, including the ability to network and build positive relationships with other Scouts and trusted sources and leads.
- Excellent organisation and planning skills.
- Ability to maintain records in an ordered and confidential manner, including those stored and submitted electronically.
- The ability to understand and be sensitive to the needs of children & young people, parents/carers, Livingston FC.
- Trustworthy and acts with professionalism and integrity always, recognising that they are an ambassador for Livingston FC.
- The ability to build effective relationships with others.
- The ability to produce player and opposition analysis reports in accordance with Livingston FC's operating procedures and timelines.
- A team player who supports the work of colleagues across the Talent ID department.
- A commitment to self-development and maintaining a current awareness in the field of Talent Identification.
- Experience using a PC / laptop and familiar with Outlook and Excel.
- This role is regulated work with children/young people therefore it is a requirement to obtain a Protection of Vulnerable Groups (PVG) certificate via Disclosure Scotland.

- A valid UK Driving Licence
- Legal right to work in the UK.
- A requirement to travel regularly to locations across Scotland as identified by the Head of Player Recruitment.

QUALIFICATIONS

- Minimum Scottish FA Talent ID Level 1 certificate.
- Children's Wellbeing in Scottish Football certificate.
- Mental Health in Scottish Football certificate.

EXPERIENCE

- Previous scouting experience, particularly within a Football Academy.
- Knowledge and understanding of SFA scouting criteria and protocols.
- Knowledge and understanding of the SFA CAS programme.

Signed: _____

Date: _____

Print Name: _____

Date: _____