



## Job & Person Description

<b>Job Title</b>	Girls Academy Player Recruitment Lead
<b>Department</b>	Women's (Girls Academy)
<b>Reports to</b>	Girls Academy Manager
<b>Responsible for</b>	N/A

### Purpose of role

To lead and coordinate a fair and open player recruitment process into the girls academy across all age groups.

The purpose of the girls academy is to ensure the women's first team have a high number of home grown players.

### Main Duties

#### Duties

- Support the development of the new player recruitment plan
- Plan and coordinate talent ID/trial opportunities for new players
- Manage the girls academy player recruitment database
- Follow player recruitment processes
- Be the point of contact to parents/players throughout the recruitment process
- Feed into Girls Academy Manager weekly to update on potential new players
- Help to embed a positive culture within the academy programme
- Maintain a safe environment for everyone at all times
- Collaborate with other staff to develop a progressive learning environment

#### Other responsibilities

- Be available to travel to other sites outside of their region (if required)
- Be aware of the PUFC policies, procedures & best practise so that concerns of non-compliance can be raised at all times e.g. Safeguarding, Inclusion, Diversity
- Work within the company processes (People, Finance, Training, Estates and Marketing Team). Seek advice & guidance if required ensuring employees and processes work seamlessly together
- Always ensure GDPR compliance
- Attend meetings, training and professional updating as and when required
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Support, guide and encourage staff in personal and professional development
- Self-assess and work on own personal and professional development
- Help new colleagues through induction process and complete all areas to the highest standard

In addition to these responsibilities carry out such duties as may reasonably be required. The above duties are a guide to the nature of the work required & are not intended to reflect all tasks associated within the role.

## Person Specification

These are the attributes you need to be considered for this role. All criteria are essential unless stated as desirable only. To be considered for working at PUFC we expect you to share and demonstrate Our Values. These are a key part to you getting the most out of work at Peterborough United Football Club.

### Experience & Qualifications

- Significant experience of working in female football and youth football
- Experience of working with talented players
- Excellent understanding of the girls talent pathway in the country
- FA DBS check
- FA Safeguarding Children Workshop
- Recognised Talent ID Qualification

### Skills and personal attributes

- Well-presented and professional
- Excellent IT and organisational skills
- Ability to travel to various sites
- Ability to build excellent working relationships with managers, colleagues and staff
- High level of integrity and discretion
- Strong work ethic with a can-do attitude with drive and self-motivation
- Ability to use communication platforms chosen by centre manager
- Accuracy and attention to detail including good written and verbal skills.
- Understands and embraces speed of response.
- Ability to own issues to resolution

Please note that applicants must have the right to work within the UK.

<b>Pay</b>	£14 per hour
<b>Hours</b>	Average of 1-2 hours per week. Must be able to make Friday evenings when relevant and player recruitment events.