



## Grimsby Town Football Club

### Head of Recruitment Analysis - Job Description

We don't just work for Grimsby Town Football Club — we *are* Grimsby Town Football Club. It's a remarkable story that began in 1878 and has continued uninterrupted ever since.

There is nothing bigger and nothing more powerful in uniting so many people — through purpose, passion and pride — than a football club. It's people's identity. It's their family; their heritage. It's where they belong. This is something that cannot be undone. The bond, ties and loyalty are forever. And by being here, we are part of the story.

This is no ordinary job. This is an extraordinary opportunity. We are more than staff, players, managers, coaches, analysts, physios, stewards and volunteers. We are friends, supporters, promoters, entertainers, role models and, in some cases, idols and legends. But we cannot be any of these things without each other.

None of us is bigger than all of us. Every day, we strive for better. We are a football club, but we're at the heart of something much bigger. A club formed from its community now has the power to define its community. We are today's authors of this black and white story.

This moment has been 143 years in the making. And the next chapter is in our hands. Together, we can achieve greater things. And to achieve greater things we need a great team, and this is where you come in.

<b>Job Title</b>	Head of Recruitment Analysis
<b>Line Manager</b>	First Team Manager
<b>Contract</b>	Permanent Full Time
<b>Salary</b>	Dependent on qualifications and experience
<b>Holiday entitlement</b>	28 days includes Public and Bank Holidays (pro rata in relation to hours)
<b>Key internal relationships</b>	First Team Manager, Assistant Manager, First Team Football Staff
<b>Purpose of the job</b> To support recruitment decisions, using video and modern technology and methods. The Recruitment Analyst will be responsible for identifying and monitoring potential players for GTFC and preparation of research documents to support the decision-making process.	

## **Main Roles & Responsibilities**

- To produce videos and dossiers on recommended players, In line with the high standards of the Club
- Liaise with the First Team Manager and coaching staff in terms of potential targets.
- Attend live games, in the UK and follow up on any players identified.
- Create and maintain a database which will underpin the decision making.
- Use data to identify possible targets.
- Liaise with the First Team Manager and staff to schedule fixtures to watch to help identify targets and build the database.
- To provide line-management responsibility for staff appointed in due course to cover scouting positions
- To design, monitor and utilise a scouting report template to establish consistency when watching and reporting on players.
- Comply with all company policies/procedures. Adhere to all company regulations regarding policies, procedures, health, safeguarding, safety and security.
- All other duties that may arise from time to time and fall within the scope of this position.

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.

## **Knowledge & Experience**

To be able to deliver this role, there are skills and experiences we are looking for are:

- FA Talent ID: Level 1 and Level 2 qualification
- FA Safeguarding training compliant
- Excellent IT skills and a clear understanding of different recruitment software resource
- Experience of EPPP regulations
- A dynamic, hardworking, and enthusiastic individual who is personally committed to achieving agreed objectives
- Excellent communication skills
- Displays a high level of confidentiality in relation to the club and its personnel
- To ensure familiarity and compliance with and commitment to policies and procedures and other safeguarding documentation as appropriate
- The ability to raise awareness of safeguarding practices and create a culture of trust and inclusion
- An open mindset and be hungry to grow and develop
- A proven record of accomplishment of being successful in the identification, assessment and recruitment of players across foundation phase, youth development phase and professional development phases
- Previous experience of managing and leading interdisciplinary teams and departments
- Good knowledge and network of contacts within Football
- Excellent knowledge and experience of the football environment in relation to the recruitment of players and the regulations that govern player recruitment

## **B Corporation**

Grimsby Town Football Club is currently working towards B Corp Certification. B Corp Certification is a designation that a business is meeting high standards of verified performance, accountability, and transparency on factors from employee benefits and charitable giving to supply chain practices and input materials. To achieve certification, a company must:

- Demonstrate high social and environmental performance by achieving a B Impact Assessment score of 80.
- Make a legal commitment by changing their corporate governance structure to be accountable to all stakeholders, not just shareholders, and achieve benefit corporation status.
- Exhibit transparency by allowing information about their performance measured against B Lab's standards to be publicly available on their B Corp profile on B Lab's website.

B Corp Certification is holistic, not exclusively focused on a single social or environmental issue. And the process to achieve and maintain certification is rigorous and requires engaging teams and departments across the whole organisation. All employees are expected to commit to the journey of achieving B Corporation Status.

## **Safeguarding Statement**

Grimsby Town Football Club is committed to safeguarding the welfare of children and young people and expects all staff and Volunteers to endorse this commitment. This post requires an Enhanced Disclosure and Barring Service Check (DBS) as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared". Relevant information and / or documents will be distributed as part of the recruitment process.

## **Equality, Diversity and Inclusion**

Grimsby Town Football Club's commitment to Equality, Diversity and Inclusion is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status or civil partnership race, nationality, ethnicity (race), religion or belief, ability or disability, pregnancy or maternity and to encourage equal opportunities (Protected Characteristics, Equality Act 2010).

Employees of Grimsby Town Football Club must ensure a positive commitment towards equality, diversity and inclusion by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.