

# Job Description



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## Post Title

Chief Scout.

## Department/Location

First Team Player Recruitment, the Millers Oils High Performance Complex (training ground).

## Reports to

Head of Player Recruitment (First Team).

## Purpose of the Role

The post holder will support the Head of Player Recruitment to identify prospective players for the Club's playing squads, predominantly covering First Team requirements.

## Functional Links

### Internal:

Head of Player Recruitment.  
Regional Scouts.  
Video Scouts.  
Sporting Director.  
Academy Manager.  
Head of B Team and Academy Recruitment.  
Staff and Managers throughout the organisation.

### External:

Other Clubs' Player Recruitment teams.  
Players and their agents/representatives.  
Premier League and English Football League.  
Football Association (FA).  
League Managers Association (LMA).  
Professional Footballers Association (PFA).

## Key Performance Indicators

- The post holder will recommend high calibre players for further consideration for the Club's playing squads, focusing on specific positional attributes relevant to the Club's playing philosophies.
- Effective time management and organisation skills, with clearly presented reports submitted in accordance with specified timescales.

## Role Specific Responsibilities

The post holder will:

- Liaise with the Head of Player Recruitment to identify and monitor target players to support the Club's player recruitment strategy.
- Be able to attend domestic, European, and international football fixtures at the direction of the Head of Player Recruitment.
- Be skilled in IT and able to undertake detailed video scouting and potential player coding, to support the research and information profile of potential recruitment targets.



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- Undertake targeted, detailed research and analysis of relevant leagues and players identified in collaboration with the Scouting team.
- Work with the Head of Analysis and Innovation to effectively utilise data as part of the initial scouting and player recruitment identification process.
- Represent the company in a professional manner when undertaking club business.
- Identify specific games, teams, and player recruitment related trends to support programme development, highlight areas of focus, and inform decisions.
- Seek out best practice in player recruitment at elite level.
- Report and update tracking documents on all players and teams viewed.
- Ensure regular and continuous communication takes place with key player stakeholders and their clubs within the permitted guidelines.
- Assist with building and compiling player presentations.
- Ensure that the relevant shortlists are updated and monitored on a regular basis.
- Attend and participate in all departmental meetings as required, either in person or virtually.
- Provide detailed background and character reports on potential signings.
- Contribute towards creating Key Performance Indicators (KPIs) for the worldwide aspect of player scouting provision.
- Be committed to ensuring the safeguarding and welfare of all elite players, promoting their wellbeing while also maintaining professional boundaries.
- To carry out any such other duties as the Head of Player Recruitment may reasonably properly assign or delegate in connection with the business of the club from time to time.

### **Other**

- Be willing to travel and to work unsociable hours including evenings and weekends.

This job description is not intended to be exhaustive, and the post holder is required to undertake any other duties as may reasonably be required by the Head of Player Recruitment, the Huddersfield Town Chief Executive Officer, and/or any other senior leader within the Club, commensurate with the level of the post.

### **Behaviour/Conduct**

The post holder is required to:

- Be proactive with workload and handle multiple workflows simultaneously.
- Seek to continually develop their skills and knowledge.
- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role.



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- Communicate appropriately at all levels.
- Be flexible to fit the development and growth of the organisation.
- Be flexible in hours of work.
- Be trustworthy and adhere to the Club's Code of Conduct and Ethics.
- Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018.
- Consistently demonstrate high standards of behaviour and appearance and encourage the same from others.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- Respect others and behave in an inclusive and non-discriminatory manner, taking account of all protected characteristics, as specified in the Equality Act 2010.

### **Additional Information**

#### **Safeguarding:**

Huddersfield Town Association Football Club (HTAFC) Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder will be required to undergo Safeguarding Training, to be agreed with the Head of Safeguarding.

#### **Equality, Diversity, and Inclusion:**

Huddersfield Town AFC and the Huddersfield Town Foundation are diverse environments in which we respect all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Company and to be able to achieve their full potential.

We have a zero-tolerance approach to any form of discrimination, and we are committed to the redress of any inequalities by taking positive action where appropriate. All employees are required to support and uphold this zero-tolerance approach and contribute to our 'Terriers Together' Equality, Diversity, and Inclusion Strategy.

The post holder will be required to sign and return a copy of this document to the Human Resources Manager on accepting an offer of employment.



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**Accepted by:**

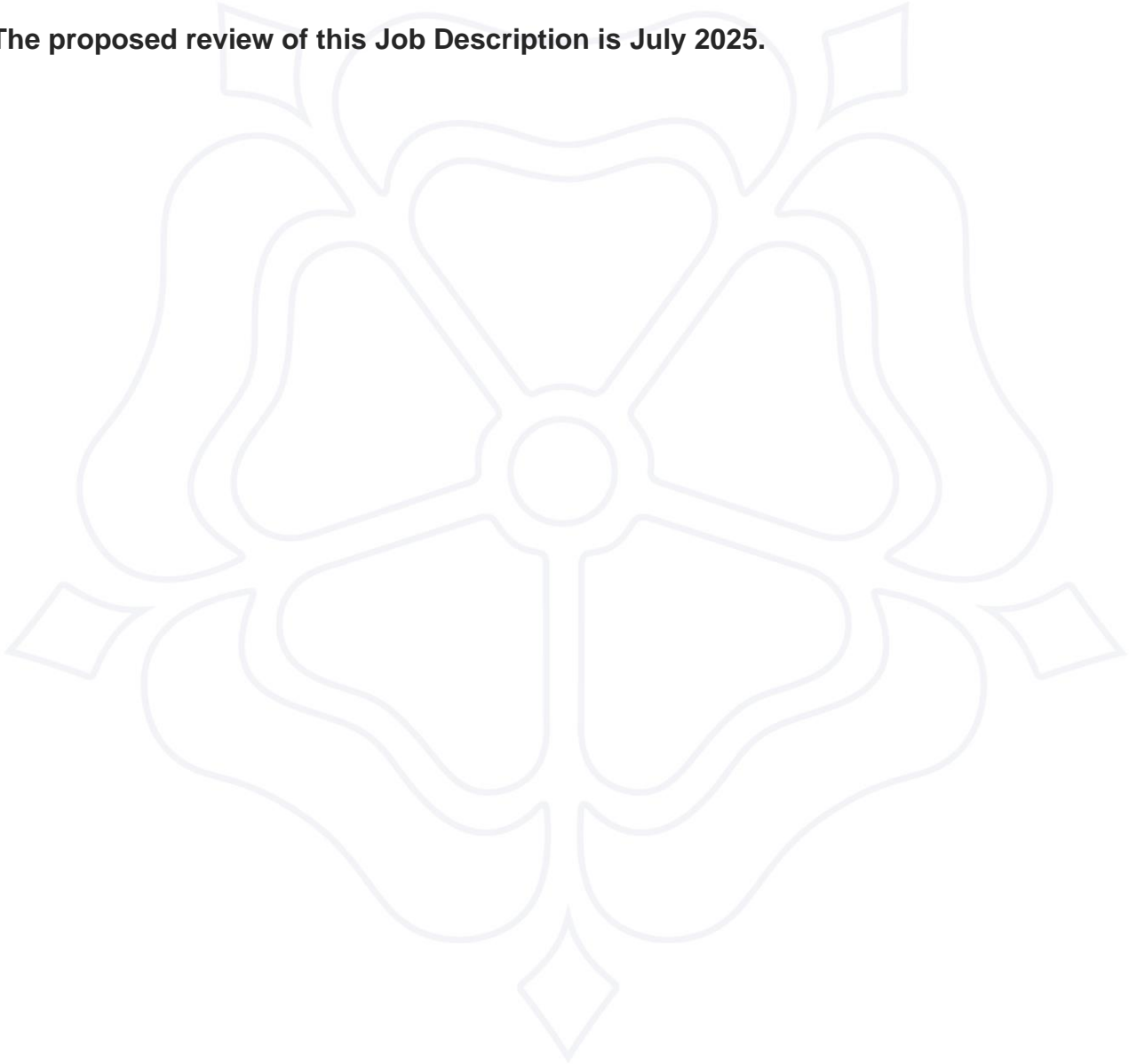
**Name (Printed)** .....

**Name (Signed)** .....

**Date** .....

**This Job Description was prepared in April 2024.**

**The proposed review of this Job Description is July 2025.**



# Person Specification

**Post Title**  
Chief Scout



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Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in a similar role.</li> <li>• Proven track record of working within a First Team elite performance/scouting environment.</li> <li>• Extensive knowledge and understanding of the scouting/recruitment environment.</li> <li>• Experience of sourcing and liaising with registered player intermediaries in a professional manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the EFL Championship in a similar role.</li> </ul>
<b>Qualifications and Professional Accreditation</b>	<ul style="list-style-type: none"> <li>• FA Talent Identification Level 2 or higher (or equivalent).</li> <li>• FA Safeguarding Certificate.</li> </ul>	
<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent reading of the football game and able to interpret and report on video ID match events to include the ability to clip actions.</li> <li>• Competent IT user, including familiarity with scouting applications such as Wyscout, and other industry-specific software.</li> <li>• Excellent knowledge of Global Football Markets and relevant governance rules.</li> <li>• Able to work independently and as a member of a team.</li> <li>• Able to access networks of relevant contacts worldwide.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to set and maintain consistently high standards of work performance.</li> <li>• Able to remain calm and composed under pressure.</li> </ul>



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Area of Expertise	Essential	Desirable
<b>Specific Skills and Knowledge Continued</b>	<ul style="list-style-type: none"><li>• Excellent organisation skills, with high level attention to detail and the ability to meet tight deadlines.</li><li>• Excellent communication and interpersonal skills, both written and verbal.</li><li>• Proven track record of being able to research and produce snapshot and detailed reports on prospective players.</li></ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"><li>• Flexible approach to work and working hours, to meet the needs of the business.</li><li>• Able to travel within the UK and overseas as required.</li><li>• Suitable to work in an environment in which there will be contact with children and young/vulnerable adults.</li><li>• Committed to equality and diversity initiatives, and inclusive practice.</li><li>• Able to maintain confidentiality in relation to all aspects of the Company's operations.</li></ul>	