



Job Description

Job Title	Head of Recruitment
Department	Football
Reports to	Director of Football
Location	The Cledara Abbey Stadium, Training Ground
Salary	Competitive
Hours	A minimum of 40 hours per week, including evenings and weekends. Flexibility & availability outside of working hours required
Role Summary	<p>The Head of Recruitment will lead the department in identifying, evaluating, and acquiring players who align with the club's footballing philosophy, budget, and long-term vision.</p> <p>The department will integrate modern data analytics, video scouting, and traditional scouting expertise to develop a squad capable of achieving the clubs' ambitions.</p> <p>This role requires a strategic thinker with exceptional leadership skills, extensive football knowledge, and a track record of managing a department and building teams.</p>
Key Job Outcomes	<ul style="list-style-type: none">• Lead and develop an appropriate player recruitment model for first team and academy players in local, national and international markets, whilst integrating a data informed approach.• Establish a comprehensive recruitment strategy aligned with the Club's overall vision, strategic plan, budgetary objectives, philosophy and playing style.• Collaborate with the Director of Football, Head Coach, and Academy Manager to assess squad needs and plan future recruitment.• Develop, maintain and evidence a positional succession plan, to identify key areas for improvement within the First Team.• Manage, develop and lead a small team of scouts and analysts to identify and assess potential signings.• Lead the scouting structure and workflow with regular meetings.• Engage and collaborate with staff to utilise live scouting, video analysis, and data analytics to evaluate player performance, ensuring informed decision-making.• Initiate and lead negotiations with players and their representatives, regarding transfers and contracts, working closely with the Director of Football.• Build strong relationships with players, agents, clubs, key stakeholders within the football industry and recruitment networks to gain a competitive edge in player acquisitions.• Monitor player progress and provide recommendations on retention, loan moves, and potential sales.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.



Person Specification

Qualifications & Experience	Required	Desirable
Proven experience in football recruitment, scouting, or player analysis (preferably in the EFL)	✓	
Strong knowledge of EFL League One, League Two, National League, and emerging young talent	✓	
Ability to manage and develop a team of staff within the department	✓	
Demonstrated ability to identify, assess, and secure key signings	✓	
Ability to lead negotiations with clubs, agents and players around transfers and contracts		✓
Experience managing budgets and delivering financial sustainability		✓
Strong knowledge of UK football regulations and governance structures (FA, EFL, EPPP, etc.)		✓
Exceptional leadership and communication skills	✓	
Ability to make data-driven decisions and integrate modern sports technologies	✓	
Experience working with sports data platforms (e.g., Wyscout, Hudl)	✓	
FA Talent ID qualifications	✓	
Relevant FA safeguarding, first aid and other mandatory qualifications	✓	
Personal Qualities/Attributes		
Strategic thinker and forward planner	✓	
Passionate about planning and organising teams	✓	
Resilient, adaptable, and able to thrive in a high-pressure environment	✓	
Holds an established strong network within the football industry	✓	
Strong Leadership, communication and decision-making skills	✓	
Excellent team player and motivator	✓	



Application Process

Application Instructions	Interested applicants should apply by submitting their Application form, CV and Cover Letter, applications which do not include all documents will not be reviewed.
Application Closing Date	16 th March 2025
Interview Date(s)	20 th March 2025
Start Date	April 2025
Mission, Vision & Values	<p>Mission Cambridge United aspires to compete at the highest level of the English Football League, whilst operating a financially sustainable football club embedded within the heart of its community. We are custodians with a collective responsibility to protect and enhance the Club for future generations.</p> <p>Vision</p> <p><i>Creating Memories</i> We engage current and future generations of supporters by creating memorable moments.</p> <p><i>Driving Standards & Performance</i> We will evolve by driving standards and performance through self-reflection and education.</p> <p><i>Enhancing Lives</i> We are an inclusive Club that is United in Endeavour to enhance lives through the power of sport.</p> <p>Values We engage positive and inspiring characters who are committed to serving and strengthening our community, by adopting our 3 keys values.</p> <p><i>Teamwork</i> We achieve more through working together than alone and are United in Endeavour.</p> <p><i>Hard Work</i> We are committed to learning and working towards our pursuit of excellence in everything we do.</p> <p><i>Humility</i> We will celebrate each other's successes and recognise that no individual is greater than the collective.</p>
Employability Statement	Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
Safeguarding Statement	Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks. The post holder will be required to undergo Safeguarding training periodically.



**Equality,
Diversity &
Inclusion**

Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We are committed to creating an inclusive workplace and welcome applications from disabled candidates. If you require any adjustments during the recruitment process, please let us know.

We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.

<https://forms.office.com/e/WkrhMHMzL>