

## Exceptional | Edge | Energising

At Lincoln City Football Club, we believe that people make the difference and accordingly, we don't just look for the usual job requirements. As well as being experts in their technical areas, all of our team members demonstrate and work towards a clear set of traits which differentiate us from the norm.

As a Head of Recruitment Analysis you will be required to demonstrate behaviours reflecting the following traits, which we have termed the 3Es: Exceptional, Edge and Energising.

### Exceptional

- **Capacity and resilience**
  - You will undertake multiple tasks and responsibilities to a high standard;
  - You will overcome setbacks and disappointment, remaining positive in the face of adversity.
- **Forward thinking**
  - You will think ahead and prepare for future tasks and opportunities;
  - You will seek and provide new ideas and solutions to overcome challenges.

### Edge

- **Problem solving**
  - You will demonstrate the ability to quickly absorb large quantities of information;
  - You will resolve problems with practical solutions, being innovative when required.
- **Streetwise**
  - You will work smart and demonstrates the know-how to win;
  - You will develop key relationships and networks effectively.

### Energising

- **Motivates others**
  - People are compelled to work with you;
  - You use a range of influencing styles to enthuse others.
- **Finds a way**
  - You deliver results, within a team;
  - You develop and implement strategies to achieve positive outcomes.

<b>JOB TITLE:</b>	Head of Recruitment Analysis
<b>DIRECTORATE:</b>	Football
<b>REPORTS TO:</b>	Head of Recruitment
<b>RESPONSIBLE FOR:</b>	N/A
<b>LOCATION:</b>	Elite Performance Centre/LNER Stadium
<b>HOURS:</b>	40 hours per week. However, you will be expected to work such additional hours as is deemed necessary to fulfil the requirements of the role. In particular, flexibility will be required to meet the operational needs of the Company which includes working on match days, bank holidays, evenings or weekends as required.
<b>MATCHDAY WORKING:</b>	HOME <input type="checkbox"/> AWAY <input type="checkbox"/> BOTH <input checked="" type="checkbox"/>
<b>DATE:</b>	17/04/2023
<b>DBS Check</b>	Enhanced <input type="checkbox"/> Standard <input checked="" type="checkbox"/> None <input type="checkbox"/>

### Job Purpose

To lead within the club's recruitment analysis department under the instruction of the Head of Recruitment and ultimately the Director of Football. The Head of Recruitment Analysis will lead in all technical scouting needs of the recruitment department and assist within all senior needs. The Head of Recruitment Analysis will ensure that all information collected can be communicated in a diverse manner to ensure understanding by coaching staff, as well as recruitment staff. The purpose of the Head of Recruitment Analysis is to provide information that can influence the recruitment process at Lincoln City, and ultimately identify and recruit players who fit into the Lincoln City model. Positive interpersonal skills along with a sound understanding of football and recruitment are paramount for this role.

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### Key Responsibilities

- To assist the Head of Recruitment on all recruitment related matters.
- To be involved within the identification and recruitment of Lincoln City players that align with the club's recruitment philosophy
- To set and maintain high standards within the working environment
- Ensure regular and effective communications for information sharing are had within the department
- To collaborate in a positive, enthusiastic and helpful demeanour at all times

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### General responsibilities

- Carry out duties in accordance with all relevant company policies, including, but not limited to, the Health and Safety Policy, Code of Conduct Policy, Safeguarding Policy, Equality and Diversity Policy, Financial Regulation Policy and Social Media Policy;
- To safeguard and promote the welfare of all children, young people and adults at risk;
- To be vigilant and support all safety and security operations;
- Act always with utmost good faith to the Club, Foundation and the Company;
- Devote full attention and ability to fulfilment of the duties required by the role;
- Other duties as reasonably requested by a member of the senior management staff;
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices;

- To work with colleagues throughout Lincoln City Football Club & Foundation to extend knowledge and skills in order to identify and develop best practice;
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails;
- Active participation on continuing professional development and the appraisal process;
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job;
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements;
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always;
- To cover as and when required at other departments within Lincoln City Football Club & Foundation;
- Promote the brand identity and increase Lincoln City fanbase throughout;
- To support the Lincoln City Football Club green energy saving strategy and meet all requirements including but not exclusive to recycling, waste reduction, energy efficiency; and
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Chief Executive.

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Lincoln City Football Club & Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.

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## **Safeguarding**

This role involves working with children and/or adults at risk in Regulated Activity (or in close proximity to children and/or adults at risk). This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.

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## **Key relationships**

- Director of Football
- Head of Recruitment
- Chief Scout
- Global Recruitment Analyst
- MSc Recruitment Analyst
- Coaching Staff
- Performance Analyst

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## **Scope of job**

- To maintain and develop the bespoke Lincoln City database.
- To lead on all technical scouting needs (video fixtures, player presentations and player clips).
- To lead on the global scouting, alongside the global recruitment analysts.
- To utilise data for the identification and critique of players in the final stages of the recruitment process.
- To create a rolling programme of recruitment of video scouts through university networks.
- To delegate fixtures to video scouts.

- To produce monthly reports for board meetings that analyse the recruitment department within a critical context.
- To manage efficiently the MSc Recruitment Analyst.
- To provide CPD to the live and video scouts.
- To cover targeted players live as and when needed.
- To create successful and professional relationships with staff whilst maintaining professional distance from playing staff at all times.
- To maintain player information confidentiality within the scope of practice at all times.
- To act, at all times, in a manner appropriate to a representative of Lincoln City Football Club.

## Person specification

### Job Title: Head of Recruitment Analysis

<b>PERSONAL SKILLS / QUALITIES</b>
<p>Essential</p> <ul style="list-style-type: none"><li>• Excellent problem solving and decision-making skills</li><li>• Set and maintain high standards of work performance and deliver quality consistently and effectively</li><li>• Establish and maintain relationships with external institutions</li><li>• Exceptional organisational skills with the ability to manage competing demands and deadlines whilst functioning in a fast-moving environment</li><li>• Hold a full current and clean up to date driving licence</li><li>• Proactive and engaging style with a winning attitude and can-do approach</li><li>• Flexible approach and attitude to working hours</li><li>• Good listener</li><li>• Have an altruistic demeanour cognisant of others' emotions</li></ul>
<b>TECHNICAL/WORK-BASED SKILLS</b>
<p><i>Skills specific to the job, eg. computer competency, typing skills, coaching skills etc</i></p>
<p>Essential</p> <ul style="list-style-type: none"><li>• Excellent knowledge of scout report writing</li><li>• Familiarity to operate or learn with haste, recruitment technology &amp; research within data/key performance indicators</li></ul> <p>Desirable</p> <ul style="list-style-type: none"><li>• Excellent understanding of EFL football</li></ul>
<b>GENERAL SKILLS AND ATRIBUTES</b>
<p><i>More general characteristics, eg. flexibility, communication skills, team working etc</i></p>
<p>Essential</p> <ul style="list-style-type: none"><li>• Excellent writing and verbal communication skills that are clear, engaging and responsive to convey complex information to individuals</li><li>• Excellent computer skills with competency in Mac, Windows and Cloud data management</li><li>• Excellent knowledge and understanding of football</li><li>• Excellence in operating other various specific (and non-specific) computer software programs such as HUDL Sportscodex, HUDL studio and WYScout</li><li>• Advanced knowledge of Microsoft Excel and AirTable</li></ul>
<b>EXPERIENCE</b>
<p><i>Proven record of experience in a particular field, profession or specialism</i></p>
<p>Essential</p> <ul style="list-style-type: none"><li>• Experience of working in a professional sport's environment</li></ul> <p>Desirable</p> <ul style="list-style-type: none"><li>• Multi-sport experience</li></ul>
<b>QUALIFICATIONS</b>
<p><i>The level of educational, professional and/or occupational training required</i></p>
<p>Essential</p> <ul style="list-style-type: none"><li>• Undergraduate Degree in Sports Studies or related subject</li><li>• Master's degree in Sports Studies or related subject</li></ul>

Desirable

- Scouting Courses (FA, PSFA, S4Scouting)
- FA Coaching Badges (Level 1, Level 2, UEFA B)

*This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Lincoln City Football Club & Foundation is an equal opportunities employer.*