



## **Job Description**

Job Title : Recruitment Manager (F/T)  
Reporting to : First Team Manager

*The position of Recruitment Manager is expected to identify and assess the level of potential players to be considered by Kilmarnock Football Club as recruitment options, as part of the first team, reserves and U18s squads. The role predominantly focusses on the recruitment of players for our first team squad.*

*To be successful in the role, you will have experience working in a professional football environment and have a vast knowledge of the UK football industry. We expect the successful candidate to spend most of their time outside the Scotland, working to identify new and upcoming talent.*

*The successful candidate will have great interpersonal skills and possess a strong network of contacts. Proven experience in building relationships is a crucial skill for the role. You will have an outstanding attention to detail, confidence working independently, experience working with analysis software and good IT skills.*

### Main Responsibilities and Activities

- **ESSENTIAL:** Extensive knowledge and experience of the UK football industry along with rules and regulations governing players and recruitment.
- **ESSENTIAL:** Experience of live and video scouting / report writing.
- **ESSENTIAL:** Experience managing scouting teams and collating vast amounts of data into manageable, effective content.
- Talent ID Level 4 (or working towards) and previous scouting / coaching experience would be advantageous.
- Good interpersonal skills – must be a consistent team performer and have the ability of working independently.
- Highly skilled at building, developing, and influencing relationships.
- Ability to prioritise workload.
- Excellent IT Skills and familiarity with scouting databases.
- Excellent organisational skills.
- Travel around the UK is a requirement of the role, so a driving licence is essential.

- Ability to work to tight deadlines. The nature of the business means that there are significant variations in the level of activity; this requires the Job Holder to work whatever hours are needed to allow deadlines to be met.
- Trustworthy and adherence to codes of conduct, ethics, and confidentiality.
- Identifiable track record in Scouting and recruitment at the top level of Scottish and English football.
- You will be an advocate for collaborative working, working together as part of the wider team with all other departments within the Company and external agencies and parties.
- You will be a positive role model for the Company, encouraging and promoting the core values and strong ethos of Kilmarnock Football Club, including supporter and community engagement.