



JOB DESCRIPTION			
Job title:	HEAD OF RECRUITMENT	Contractual status:	Full Time
Hours of work:	37.5 hrs	Salary range:	Competitive
Location:	Training Ground / Remote working		

Job Summary:
• Dundee Football Club have an exciting opportunity within the football department and the window for applications is now open. • The club are looking for an ambitious, motivated and strategic thinking Head of Recruitment to lead and manage the club's recruitment process for first team and development squads. • The successful candidate must have previous experience in talent identification in football to lead the club's player recruitment strategy. They will report to the club's Technical Manager, Managing Director and Technical Director. • The successful candidate must have an extensive football knowledge and proven ability to build high performing teams.
Roles and Responsibilities:
• Lead and manage DFC's player identification and recruitment process. • Identification and recruitment of emerging and established players that meet the club's strategic vision. • Liaise with the Technical Manager, Technical Director, First Team Head Coach and Head of Football Development to support and plan squad recruitment and succession planning. • Attend regular meetings and provide monthly reports and regular updates of those identified players to the senior football staff. • Develop and maintain strong relationships with clubs, agents and other influential contacts within the game. • Recruit, organise and manage a network of regional, national and global scouts to support the first team recruitment. • Ability to travel throughout the UK/Ireland and overseas for scouting purposes.

This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.



PERSON SPECIFICATION – HEAD OF RECRUITMENT		
CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE	• Previous experience in talent identification in football. • Experience in negotiation. • Effective budget management. • Strong network of contacts. • Good understanding of player analysis and cost evaluation. • Proven record of successful player recruitment in purchases and loan agreements.	• Experienced in managing a recruitment department.
SKILLS	• Proficient IT skills including Excel, PowerPoint, Keynote and Word. • Experience of using various scouting and data platforms & software such as Wyscout and Hudl. • Understanding the use of other data providers like skill corner, stats bomb and Opta. • Talent ID Qualifications. • Ability to work independently and as part of a team. • Critical analysis of player data. • Delivery of scouting reports and players analysis through virtual & in person presentations. • Create video packages of potential player acquisitions.	• To gain insight and competitive advantage in player recruitment and negotiations. • Rapport building with player representatives and recruitment targets. • Manage workload efficiently within demanding timeframes.
PERSONAL QUALITIES	• Effective communicator. • Resilient and dedicated • Influential leadership and strong management skills. • Analytical and resourceful. • Self-motivated.	• The ability to work in a dynamic working environment and be prepared to travel at short notice.

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	• Adhere to strict confidentiality on all recruitment endeavours. • Full UK Driving License. • PVG to be completed prior to start date. • Up to date passport	
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Apply

Interested candidates should submit their CV and a cover letter via email outlining their suitability for the role to recruitment@dundeefc.co.uk

Applications for this position must be submitted by Friday 31st October 2025.