

**Job Title:** Kit Manager

**Department:** First Team - Reports to Director of Football

**Key Contacts Internal:** Manager, Assistant Manager, First Team Coach, Sport Science, Medical, Football Secretary, Club Retail Department

**Key Contacts External:** The Football League, The FA, kit suppliers, equipment suppliers and Club Partners

**Location:** Based at Crawley Town Stadium (Broadfield Stadium), Winfield Way and Worthing Road, Horsham with the ability to travel between Club venues. Due to the nature of the post travel to all First Team and B Team fixtures and tours will be required. Full time hours are in accordance with First Team training and fixture schedule therefore evening and weekend work will be required.

**Job Purpose:** To maintain the highest standard of kit care to the First Team Players and Training Staff and contribute to the overall success of the Football Department

**Remuneration:** Salary is competitive and commensurate with skills and experience

#### **Role Responsibilities & Key Duties**

- To be responsible for all First Team player and staff training and match kit
- To print all First Team player and staff training and match kit in compliance with competition regulations
- To distribute training and match kit to all First Team players and staff
- To launder, dry, store and set out training and match kit for all First Team players and staff
- To prepare and set out the team dressing room and coaches' room ahead of all home and away fixtures
- To clean and prepare boots for all First Team players and staff
- To liaise with the Football Secretary for match kit confirmation
- To record and monitor stock levels of training and match kit, including regular stock checks. To liaise with the Club retail department for stock levels
- To liaise with First Team management staff and Groundstaff to prepare and set out equipment required for training sessions
- To assist the Sports Science and Medical departments with storage and inventory management
- To clean and tidy work areas e.g. dressing room, boot room, kit room
- To maintain the Kit Van log book and liaise with the Football Secretary for all maintenance of the Kit Van e.g. vehicle tax, insurance, cleaning, servicing and repairs
- To attend meetings as directed by First Team management staff and the Club Secretary
- To comply with all Club regulations regarding policies, procedures, health, safety and security
- All other duties that may arise from time to time and fall within the scope of the role

#### **Essential Skills**

- Valid full UK driver's licence
- Enhanced DBS Disclosure
- Emergency First Aid Certificate
- Previous inventory management experience

- Strong organisational and administrative skills
- Excellent communication skills
- Accurate timekeeping skills
- Takes responsibility for ensuring a high standard of work
- Team Player
- Reliable individual
- Hardworking, enthusiastic and high spirited
- Meticulous attention to detail
- Displays a high level of discretion and maintains strict confidentiality
- Ability to adapt to changing circumstances