



# Role Profile

## Kit & Equipment Assistant

### Role Reports To: Head of Kit & Equipment Operations

**Role Purpose:** To assist the Head of Kit and Equipment Operations Manager in taking responsibility for the First Team and Academy players, management and staff's kit requirements ensuring all kit and training equipment is correct and ready within strict deadlines.

### Main Responsibilities and Accountabilities

- You will work under the guidance of the Head of Kit and Equipment Manager providing hands-on assistance with all of the activities of the Kit Room, Laundry and Boot Room.
- Assist in the management of the kit inventory system ensuring kit allocation policy is adhered to, kit requirement forecasting, order creation, delivery scheduling, printing process liaison, kit distribution and stock management.
- Organize kit distribution and ensure all returns are accounted for and preparing a timeline plan for each squad in order that each task is completed efficiently and to time
- On a daily basis you will be required to prepare all squad and staff kits, ensuring they have everything they need for training. This will require efficient communication on a regular basis to check their requirements for training each day.
- Provide assistance to the Head of Kit & Equipment Manager ensuring the right quantities and sizes of kit are ordered in good time, but ensuring overstocking is monitored.
- Assist with the packing and preparation of first team match kit
- Packing of Match Kits for under 16, 18 and 23 teams
- Shirt printing
- Cleaning boots and preparing training balls and equipment in preparation for training
- Ensuring that the work in the Kit and Equipment Room is carried out to the highest standards as required by the Club.
- Ensuring any work areas at home or when abroad are kept safe, organized, clean and tidy at all times
- Responsible for ensuring that club vehicles used are kept up to standard and fuelled.
- Take responsibility to support in any area of the department whenever it is required
- The post holder will be required to work first team home and away fixtures including FA / UEFA matches and U23 matches as required, as well as training camps and matches abroad on a rotational basis, taking responsibility for ensuring that all match kits are clean and readily available for each match and training session. This will involve long and unusual hours on occasions, including weekends
- The post holder will need to be able to drive a manual van to transport kit to training sessions and matches
- Demonstrate commitment to Safeguarding by adhering to relevant policies, procedures and values relating to safeguarding children and adults at risk
- Support the Club's commitment to equality, diversity and inclusion

### Qualifications, Key Skills & Experience

#### Essential

- Ability to work collaboratively across the Club and build strong working relationships with First Team Manager, Coaches and Kit & Equipment Team to ensure the Kit & Equipment Department is operating at a high-performance level
- Trustworthy
- Prepared to work flexibly and with irregular hours
- Ability to demonstrate proactivity and suggest new ways of working to make the Kit & Equipment Team even more effective
- Good organisational and prioritisation skills
- Pride and passion in your work and providing the best service possible to the team
- Full, manual clean UK driving licence

#### Desirable

- A good level of Microsoft Office in particular Excel
- Experience of working in a professional sporting environment

## **Disclosure and Barring Service Check Requirement**

- This role will be subject to an enhanced disclosure

*Aston Villa Football Club is an inclusive institution that provides a welcoming environment to supporters, the local community, customers, employees, contacts and competitors. We want to ensure that the Club and all its subsidiaries are free from discrimination of any kind, embracing all regardless of age, race, disability, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, sex (gender), religion or belief.*

*Aston Villa Football Club is fully committed to safeguarding children and adults at risk across our Club. As such, we adhere to Safer Recruitment processes and for some roles a satisfactory enhanced disclosure via the Disclosure & Barring Service may be required prior to starting in a role at the Club. For more information, please see [Aston Villa Football Club | The official club website | AVFC - Safeguarding](#)*