



Role Profile

Kit and Equipment Assistant

Role Reports To: Head of Kit and Equipment Operations

Role Purpose: 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 Operations 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
- Organise 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
- Support the laundry as and when required
- 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 and Equipment Operations 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 as and when required
- Shirt printing
- Cleaning boots and preparing training balls and equipment in preparation for training
- On a rotational basis being out on the training pitch for first team training to assist coaching staff training equipment
- 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, organised, 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.
- Any other reasonable duties and responsibilities which your line manager or another senior manager at the club asks you to perform.
- 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 and Equipment Team to ensure the Kit and Equipment Department is operating at a high-performance level
- Trustworthy
- Ability to work flexible and irregular hours as the Club require which will include matchday working, evenings and weekends
- Ability to travel domestically and internationally as and when required

- Ability to demonstrate proactivity and suggest new ways of working to make the Kit and 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, clean UK driving licence

Desirable

- A good level of Microsoft Office skills 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](#)