



# Blackburn Rovers Football & Athletic Ltd

## Job Description

<b>Job title:</b>	U21 Kit Manager
<b>Department:</b>	Kit Department
<b>Based at:</b>	Blackburn Rovers Academy, Brockhall Village, Blackburn, BB6 8BA. Flexibility regarding location is required.
<b>Reports to:</b>	Academy Secretary
<b>Responsible for:</b>	N/A
<b>Hours of work:</b>	24 hours per week including match days, plus any additional hours necessary for the performance of duties. This will include regular evening and weekend work.
<b>Contractual status:</b>	Permanent
<b>1. Job purpose:</b>	To assist the Academy operations with providing a professional service in the management and provision of kit and equipment to all U21 players and coaching staff, for all training and match day operations.
<b>2. Duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>To be committed to ensuring the safeguarding and welfare of all elite players and staff, promoting their well-being whilst maintaining professional boundaries;</li> <li>To liaise with all U21 coaching staff and players with any specific kit requirements;</li> <li>Ensure all U21 players and staff at the Academy are provided with appropriate kit / equipment for all training sessions;</li> <li>Ensure all player and staff kit equipment is collected, washed, dried and stored away after all training sessions;</li> <li>Continually ensure all the player and staff kit equipment is stored in the designated areas for accessibility;</li> <li>Ensure all match day kit is packed and prepared efficiently for games and loaded onto transport ahead of travel;</li> <li>To attend all U21 home games and designated away games to prepare kit and equipment for staff and player arrival;</li> <li>Ensure all kit equipment is returned to the Academy after each game;</li> <li>Liaise regularly with the Academy kit person and First Team Kit Manager with regard to kit requirements for players transitioning to the Professional Development Phase age groups;</li> <li>Oversee the management of all U21 kit and equipment on a day to day basis including regular stock checks;</li> <li>Support the Head of Academy and First Team Kit Manager in the order process for the kit requirements of the U21 players and staff;</li> <li>Stock check all new orders that arrive and reconcile with the annual kit order;</li> <li>Liaise with the Academy Kit person, regarding the shared use of laundry facility and a collaborative approach to ensuring all Academy kit responsibilities are met;</li> <li>Ensure all relevant printing is added to both match day kit and training kit were necessary;</li> </ul>





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	<ul style="list-style-type: none"> <li>Collaborate with Academy Kit person / First Team Kit Manager to ensure all kit requirements are met across both sites;</li> <li>Continually ensure all machines / laundry are kept in a clean and tidy manner, reporting any faults with the H&amp;S Manager;</li> <li>To liaise with the Academy Kit person on a regular basis to ensure all deadlines for kit use are met; and</li> <li>Any other duties as reasonably required by the Academy Secretary, Head of Academy or First Team Kit Manager when required.</li> </ul>
<b>3. Skills required:</b>	<ul style="list-style-type: none"> <li>Excellent organisation and time management skills;</li> <li>Innovative and forward thinking in developing processes;</li> <li>Ability to stock check / work with numbers and collate data;</li> <li>Ability to work individually and as part of a team to meet deadlines;</li> <li>Ability to communicate effectively through a variety of methods;</li> <li>Ability to resolve problems effectively;</li> <li>To possess great attention to detail; and</li> <li>Good IT skills.</li> </ul>
<b>4. Knowledge required:</b>	<ul style="list-style-type: none"> <li>An understanding of the kit / equipment requirements within an elite sports environment for players and staff;</li> <li>An understanding of the demands of an U21/Senior Academy football programme;</li> <li>Knowledge and understanding of match day protocols;</li> <li>Knowledge of an interdisciplinary environment within an Academy; and</li> <li>Good knowledge of H&amp;S legislation within this working environment</li> </ul>
<b>5. Qualifications required:</b>	<ul style="list-style-type: none"> <li>Valid UK driving licence;</li> <li>Previous experience of working within a professional sporting environment (desirable)</li> </ul>
<b>DBS check required:</b>	Yes (enhanced)

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

### **How to apply**

Due to high-levels of interest, this post may close early so early application is advised, otherwise the closing date for this role is **9:00am on Monday 7<sup>th</sup> November 2022**. To apply, please email your application form and covering letter to [recruitment@rovers.co.uk](mailto:recruitment@rovers.co.uk) . **CV's will not be accepted.**

### **Equality and Diversity**

*Blackburn Rovers FC is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.*





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### **Safer Recruitment**

*Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.*

