



## Job Description

<b>Job Title</b>	Kit & Admin Officer
<b>Reporting To</b>	Head of Business Compliance & Operations
<b>Department</b>	Operations
<b>Direct Report</b>	N/A
<b>Location</b>	Princes Park (Dartford, DA1 1RT), K Sports Cobdown (Aylesford, ME20 6AU) & Various Stadiums for Away Fixtures
<b>FT/PT &amp; Salary</b>	Full Time - Competitive

### Key Objectives of the Role

To maintain the highest standard of kit care for the first team players & club staff whilst also contributing to the overall administration and success of the operations department.

### Main Duties/ Responsibilities

#### Kit & Equipment

- 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 match kit for all First Team Players and Staff
- To prepare and set out the team Dressing Room and Team Room ahead of all home and away fixtures
- To liaise with the Head of Business Compliance & Operations for match kit confirmation
- To record and monitor stock levels of training and match kit, including regular stock checks.
- To liaise with the Football Admin & Operations Executive with regards to the Club's stock levels for retail purposes
- To liaise with First Team Management Staff and Ground Staff to prepare and set out equipment required for training sessions
- To assist the Sports Performance Department with storage and inventory management
- To comply with all Club regulations regarding policies, procedures, health, safety, and security

#### Administration

- Assist on the administrative tasks required for the Development Team & Academy including pitch bookings, coordinating with opposition, registering players, and replying to external queries.
- Assist with First Team matchday administration elements such as teamsheet submission and fixture event records (goals scorers, cautions, substitutions made etc.).

#### General

- Contribute to a positive working culture by fostering a work environment that is appropriate to our values; professionalism, respect, integrity, discipline and effort
- Manage and support direct reports including personal development
- All other duties that may arise from time to time and fall within the scope of the role.



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### Person Specification

- Excellent organisation and planning skills with attention to detail.
- Excellent communication skills with the ability to build meaningful, strong strategic relationships.
- Experience in a fast-paced environment and used to working to deadlines and under pressure.
- Strong IT skills
- Ability to work flexibly, including weekends and independent travel
- Aware of diversity and equality challenges in football.
- Passion to develop the women's game

**If you have the aspiration, drive, and qualifications to join our professional Club, please complete the send an email with your CV and cover letter (2 pages maximum) to [lewis.timms@londoncitylionesses.com](mailto:lewis.timms@londoncitylionesses.com) by 5pm 29th July 2022.**

Interviews will be held at a date to be confirmed and only those invited to interview will receive return notification from London City Lionesses.

London City Lionesses is committed to a policy of treating individuals fairly and recruiting, selecting, training, and promoting based on merit, experience, and other work-related criteria. We do not discriminate against any applicant based on age, race, religion, sex, disability, sexual orientation, or gender identity.