



Notts County Football Club

Meadow Lane, Nottingham, NG2 3HJ

0115 952 9000

office@nottscountyfc.co.uk

NOTTS COUNTY FOOTBALL CLUB – VACANCY

JOB TITLE:	Kit and Equipment Manager
LOCATION:	Meadow Lane, Holme Road Training Ground and all away matches
HOURS OF WORK:	Nominal 40 hours per week on a flexible pattern to including early mornings, evening and weekends
REPORTING TO:	Head Coach
CONTRACT:	Permanent, full-time – subject to a 3-month probationary period
SALARY:	Dependant upon experience

JOB PURPOSE

An exciting opportunity has arisen for a fastidious Kit and Equipment Manager to work at Meadow Lane Stadium. We are looking to recruit a conscientious, diligent and resourceful individual, with a meticulous eye for detail, who will be responsible for the organisation and management of all playing and training kit requirements ensuring that the first team players and football staff at the club have all kit and equipment required.

MAIN DUTIES & RESPONSIBILITIES

- To manage the club's kit and equipment requirements, ensuring that all day-to-day duties are completed and that the correct kit and equipment is provided for all training sessions and fixtures
- To manage and work in the laundry room, including the washing, drying, folding and putting away of kit from training and matches to a high standard
- To maintain kit, equipment and stores clean, neat, tidy and organised, replacing items when necessary and replenishing when required
- To maintain accurate and up to date records of stock levels, and be able to provide information on quantities, sizes, etc. as and when requested
- To be responsible for the printing of training and match kits as required
- To ensure all kit and equipment is compliant with Football Association and relevant competition guidelines, rules and regulations
- To be responsible for ordering and returning kit and equipment across the club and organise deliveries and collections. Work closely with the Chief Executive on annual training and match kit orders from main kit supplier
- To be responsible for the club's kit van and to maintain it in good condition
- To drive the club's kit van to all away matches and training
- Ensure the department works within budget
- Other ad hoc duties as requested from time to time
- To undertake responsibilities with full knowledge of the importance of confidentiality and the club's relevant policies

www.nottscountyfc.co.uk

Notts County Football Club Limited
VAT No. 828477978 | Company No. 04789632



@official_ncfc



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COMPETENCY/EXPERIENCE

- Previous kit management experience in a professional sports environment
- Be physically able to deal with lifting, moving and organising equipment
- Stock control/inventory management experience
- Strong organisational and administrative skills
- Accurate timekeeping skills

SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

- Full clean driving licence
- Hard working, responsible, conscientious and meticulous work ethic
- Excellent planning and organisational skills, ability to multitask
- Strong communication skills
- Reliable and flexible approach to work and working hours
- Display a high level of confidentiality
- Practical and hands-on
- Loyal and committed
- Demonstrate a genuine desire to deliver an excellent service
- Positive, enthusiastic and able to work on own initiative
- IT skills to include the ability to use Excel and Word

APPLICATIONS

Applications are being invited by the submission of a current CV, together with current remuneration and notice period, via email only to jobs@nottscountyfc.co.uk

Closing date for applications is Friday 30th July 2021.

Please note that only applicants to be invited for interview will be contacted.

The appointment of the successful applicant will be subject to two professional/personal references to the satisfaction of the club. The postholder will also be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.