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**Dundee United Football Club**

**Job Summary**

Position – Kit Co-ordinator

Role type – Part Time

Location – Tannadice Park and The High Performance Centre at St Andrews University

Department – Football

Salary – Hourly rate

Hours – 25 per week plus overtime

Key Relationships Internal – Kit Manager, Football Operations Manager, All performance staff, all professional players

**Job Description**

We are looking for an enthusiastic and conscientious individual to join the Kit and Equipment department at Dundee United FC.

This role entails working alongside the Kit and Equipment manager to ensure the successful and efficient delivery of kit and equipment operations within the Football Department at the club.

The successful candidate will assist with day to day kit operations as well as being responsible for the preparation and organisation of matchday kit for the Reserve and Under 18 squads.

Hours will vary depending on the training and match schedules of the professional squads.

The successful candidate will report primarily to the Kit and Equipment Manager who will manage the day to day running of the department and is expected to be able to work in a team environment with high standards and professional athletes.

**Job Specification**

**Main Duties Overview** – Responsibility for preparation of matchday kit for Reserve and Under 18 Squads. Assisting with day to day training kit at the HPC in St Andrews. Assisting with preparation of first team matchday kit as well as first team matchday assistance as and when required and depending on hours.

**Key Tasks Overview** – Following the instructions of the Kit and Equipment Manager to carry out required duties during the week. Assisting to ensure a high standard of presentation and delivery of all Kit duties is maintained.

**Role Responsibilities & Key Duties**

* To be responsible for all preparation and organisation of matchday kit for Reserve and Under 18 Squads
* To assist Kit and Equipment manager with preparation of training and match kit.
* To distribute training and match kit as required and when working
* To launder, dry, store the match kit for Reserve and Under 18 Squads, as well as assisting Kit and Equipment Manager as and when required.
* To assist Kit and Equipment Manager with the setting out of 1st Team Matchday Dressing Room, as and when required.
* Liaison with Kit and Equipment Manager with the packing of 1st Team boots and shin guards for Reserve Games
* To liaise with the Football Operations Manager for match kit confirmation as and when required
* To assist Kit and Equipment Manager with the recording and monitoring of stock within the kit department
* To liaise with the Club retail department for any requirements or assistance at both ends.
* To comply with all Club regulations regarding policies, procedures, health, safety and security
* All other duties that may arise from time to time and fall within the scope of the role
* Liaison with Development Squad Management for requirements for training and matchday kit.
* Responsibility for the efficient delivery of Development Squads kit operations.

**Key Results/ Objectives** – Helping to ensure the efficient process of the day to day needs of the professional squads at Dundee United FC. Maintaining high standards throughout your work and showing an understanding of the importance of image and presentation in being conducive to a High Performing environment.

**Staff responsible for – N/A**

**Reporting to –** Football Operations Manager, Kit and Equipment Manager

**Personal Specification**

|  |  |  |
| --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** |
| 1 - Valid full (UK) driver’s licence | **X** |  |
| 2 – Full PVG Check | **X** |  |
| 3 - Emergency first aid certificate |  | **X** |
| **Skills, Knowledge & Experience** |  |  |
| 4 - IT skills to include the ability to use Microsoft Office (Excel, Word and Outlook) |  | **X** |
| 5 - Previous kit management experience in a professional sporting environment |  | **X** |
| 6 - Previous inventory management experience | **X** |  |
| 7- Strong organisational and administrative skills | **X** |  |
| 8 - Excellent communication skills | **X** |  |
| 9 - Accurate timekeeping skills | **X** |  |
| **Attitude/Behaviours** | **page2image1055357168** | page2image1055359568 |
| 10 - Takes responsibility for ensuring a high quality of work | **X** |  |
| 11 - A genuine team player | **X**  **page2image1055376288** | page2image1054600592 |
| 12 - A reliable individual | **X** |  |
| **Personal Qualities** |  |  |
| 13 - Hardworking and enthusiastic | **X** |  |
| 14 - Meticulous attention to detail | **page2image1055404448X** | page2image1055406768 |
| 15- Displays a high level of discretion and maintains strict confidentiality | **page2image1055417600**  **X**  **page2image1055416416** | page2image1055417280page2image1055419280 |
| 16 - Ability to adapt to changing circumstances | **X** |  |
| 17 - Loyal and committed | **page2image1055436832**  **X**  **page2image1055435712** | page2image1055439728page2image1055438512 |