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**Dundee United Football Club**

**Job Summary**

Position – Kit and Equipment Manager

Role type – Full Time

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

Department – Football

Salary – Competitive

Key Relationships Internal – All performance staff, all professional players, Football Operations Manager, Head of Academy Operations, Head of Retail

Key Relationships External – Opposite numbers, kit and equipment suppliers

**Job Description**

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

This role entails the organisation and management of kit and equipment for the professional squads at the club.

The successful candidate will be responsible for the day to day running of the kit department for both the First Team and Development Squad as well as First Team Matchday kit.

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

The successful candidate will report to the Football Operations Manager who will oversee 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** – Management of all kit and equipment for first team and development squad including training kit/ staff kit/ matchday kit/ training equipment

**Key Tasks Overview** – Running day to day kit operations for professional squads. Management of kit department (you and one other). Ensuring all correct match kit is packed for Development Squad and Under 18 Games. Organising, Packing and management of all first team kit at all matches.

**Role Responsibilities & Key Duties**

* To be responsible for all professional player and staff training and match kit
* To print all professional player and staff training and match kit in compliance with competition regulations
* To distribute training and match kit to all professional players and staff
* To launder, dry, store and set out training and match kit for all professional players and staff
* To prepare and set out the team dressing room and ahead of all home and away fixtures
* Management and packing of matchday boots for First Team players and staff
* To liaise with the Football Operations Manager for match kit confirmation
* To record and monitor stock levels of training and match kit, including regular stock checks.
* To liaise with the Club retail department for any requirements or assistance at both ends.
* To liaise with First Team management staff and Groundstaff to prepare equipment required for training sessions
* To assist the Sports Science and Medical departments with storage and inventory management
* To oversee the cleaning and tidying work areas e.g. dressing room, boot room, kit room
* To maintain the Kit Van log book and liaise with the Football Operations Manager for all maintenance of the Kit Van e.g. vehicle tax, insurance, cleaning, servicing and repairs
* To attend meetings as directed by First Team management staff and the Football Operations Manager
* 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
* Instructing Kit Assistant on any work needing done within the role from day to day.

**Key Results/ Objectives** – Ensuring 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 –** Kit Co-ordinator

**Reporting to –** Football Operations Manager, Head Coach

**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 |