



JOB DESCRIPTION

JOB INFORMATION	
Job Title:	Assistant Kit Person
Site:	Sheffield Wednesday Football Club Training Ground.
Working Hours:	35 hours Mon to Sunday Flexible.
Salary:	National Minimum Wage.

OVERALL PURPOSE OF JOB

To assist the First Team Kit Manager and provide an exceptional kit and apparel service to the under 23 and under 18 squads.
You will be a flexible team player with good communication skills and have the ability to run the full kit management operation for the under 23 and under 18 squads. Also supporting the duties of the First Team Kit Manager as and when required and in their absence.

GENERAL DESCRIPTION – TASK RELATED

Main Duties:

To include:

- Management of the training kit on a daily basis in conjunction with the First Team Kit Manager.
- Printing match kits for both First Team, under 18 and under 23
- Laundry of match and training kits.
- Supporting the Kit Manager in all areas of kit management operation.
- To oversee the under 18 and under 23 matches on a daily basis both home and away, making sure all training sessions have the correct equipment.
- To deputise for the First Team Kitman when required.
- Be available for all under 23 home and away games and make sure all match kit is taken that is needed for players and staff in a professional and organised manner
- Make sure all under 18 home games are covered and all match kit needed is there, also to make sure all correct kit is there for away games too
- Under 23 and under 18 players/trialists and staff have training kits ready on a daily basis
- To keep an accurate and up to date record of all stock and who it's been issued too.
- Undertake other duties that are reasonable required.
- To always represent SWFC professionally and with integrity.



QUALIFICATIONS, TRAINING & REQUIRMENTS:

Essential:

- Clean DBS
- Safeguarding Training
- Good with Excel and Word
- A clean driving license and having the flexibility to travel to away games.

SKILLS & EXPERIENCE:

To include:

- Be flexible in hours of work.
- Be trustworthy and adhere to the Club's Code of Conduct and Ethics.
- Adhere to protocol and respect confidentiality in all matters.
- Display high standards of behaviour and appearance and encourage the same from others.
- To be able to multitask and perform well.
- Be an excellent team player and work in the spirit of a "team"
- A commitment to safeguarding and promoting the welfare of children and young people
- To be respectful of characteristics under the Equality Act 2010

SWFC is an Equal Opportunities and Disability Confident employer and welcomes applicants from all sectors of the community.

SWFC is committed to Safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As such you may be subject to a satisfactory enhanced disclosure via the Disclosure and Barring Service and prior to taking up any role.

A shortlist of suitable applicants will be completed shortly after the closing date and successful candidates will be contacted about the interview process.

If you feel you have all the qualities and experience, please send all CV's and covering letter to vacancies@swfc.co.uk

Closing Date: 29th August 2022