



**PUFC Academy
Job & Person Description**

Job Title	Academy Kit and Transport Manager
Department	Academy
Reports to	Academy Manager
Responsible for	N/A

Purpose of role

Peterborough United FC are looking for a part-time Academy Kit and Transport Manager to join our Academy Programme. You will also be expected to support the First Team Kit Manager on a weekly basis. This important role will play an Integral part in supporting the Academy players and staff on a day-to-day basis with all kit and equipment across the U9s to U21s age groups. It is important the successful applicant is organised, hardworking and has a passion to provide the best possible service, ensuring all Academy kit, equipment and transport matters are dealt with in a proactive and timely manner.

Main Duties

Duties

- Ensure all training equipment is cleaned and maintained in preparation for Academy training sessions.
- Prepare all training and match kits ensuring they are clean and in good condition.
- Attend Academy fixtures when required to do so.
- Support the First Team Kit Manager when required.
- Ensure all Academy kit is numbered appropriately, with the correct sponsors logo's applied.
- Transport kit and equipment for Academy fixtures or training when required.
- Ensuring the Academy's kit and laundry rooms are kept tidy & secure.
- Prepare the Academy's training and match kit order forms for all Academy age groups and staff to be agreed with the Academy Operations Manager.
- Liaise on a regular basis with Age Group Coaches and Head of Academy
- Recruitment in respect of age group requirements for registered players and trialist's.
- Liaise with the Academy Operations Manager regarding kit orders, deliveries and stock control.
- Provide quarterly updates to the Academy Operations Manager on current kit and equipment stock levels. Ensuring an accurate recorded of kit is maintained and accurate kit allocations are made to each team / player and staff.
- To be committed to Safeguarding Children and promoting the welfare of all young players attending the Academy.
- When needed ensure that the Kit and Academy Players/Staff are driven to games and training via club vehicles.
- Ensure Academy Players are shuttled between the Train Station and the Training Ground as and when required. Other responsibilities
- Be available to travel to other sites outside of their region (if required)
- Be aware of the PUFC policies, procedures & best practise so that concerns of non-compliance can be raised at all times e.g. Safeguarding, Inclusion, Diversity
- Work within the club processes. Seek advice & guidance if required ensuring employees and processes work seamlessly together

- Attend meetings, training and professional updating as and when required
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To maintain confidentiality, observe data protection and associated guidelines where appropriate.
- Self-assess and work on own personal and professional development
- To uphold the values of Peterborough United Football Club (PUFC) and not tolerate offensive, discriminatory or intimidating language or behaviour.
- To act as an ambassador/role model for PUFC and uphold the club's commitment to EDI, H&S and safeguarding.
- To ensure PUFC provides a level playing field for all its fans, players and guests.
- Promote an inclusive environment within the club for colleagues, supporters and visitors, championing a zero-tolerance approach to bullying, harassment and victimisation
- Promote EFL and FA regulations and ensure compliance with these.
- Be responsible for reporting any concerns to a senior colleague in relation to equality, health and safety and safeguarding immediately

In addition to these responsibilities carry out such duties as may reasonably be required. The above duties are a guide to the nature of the work required & are not intended to reflect all tasks associated within the role.

Person Specification

These are the attributes you need to be to be considered for this role. All criteria are essential unless stated as desirable only. To be considered for working at PUFC we expect you to share and demonstrate Our Values. These are a key part to you getting the most out of work at Peterborough United Football Club.

Experience & Qualifications

- FA Safeguarding Children Certificate or willing to be obtained
- Enhanced DBS
- A full clean UK Driving License (D1 Minibus driving license preferable)

Skills and personal attributes

- Experience of working in a fast paced and pressurised environment.
- Team work experience
- Experience in the role or similar position desirable
- Excellent organisational skills
- Team player with the ability to lead and engage where necessary
- Excellent verbal/presentation communication skills
- Ability to prioritise and meet deadlines
- Ability and willingness to work outside of normal hours including evenings and weekends.