



Job & Person Description

Job Title	First Team Kit Manager
Department	Football
Reports to	First Team Manager/Head of Football Operations
Purpose of role	To be responsible for all First Team player and staff training and match kit.

Main Duties

Duties

- To print all First Team player and staff training and match kit in compliance with competition regulations
- To distribute training and match kit to all First Team players and staff
- To launder, dry, store and set out training and match kit for all First Team players and staff
- To prepare and set out the team dressing room and coaches' room ahead of all home and away fixtures
- To clean and prepare boots for all First Team players and staff
- To liaise with the Head of Football Operations 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 stock levels
- To liaise with First Team management staff and Ground staff to prepare and set out equipment required for training sessions
- To assist the Sports Science and Medical departments with storage and inventory management
- To clean and tidy work areas e.g. dressing room, boot room, kit room
- To maintain the Kit Van log book and liaise with the Head of Football Operations 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 Head of Football Operations
- To comply with all Club regulations regarding policies, procedures, health, safety and security

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

- Experience of working in a professional sporting environment

Skills and personal attributes

- Well-presented and professional
- Ability to drive improvements
- Ability to travel to various sites
- Ability to build excellent working relationships with our Managers colleagues and staff
- Plan and prioritise workload and own administration so that deadlines and standards are met
- High level of integrity and discretion
- Strong work ethic with a can-do attitude with drive and self-motivation
- Good IT skills with the ability to use MS Office, Teams etc
- Accuracy and attention to detail including good written and verbal skills.
- Understands and embraces speed of response
- Ability to own issues to resolution