



## POSITION DESCRIPTION

<b>Job Title</b>	<b>FIRST TEAM KIT AND EQUIPMENT MANAGER</b>
<b>Responsible to</b>	First Team Manager, General Manager, Chief Executive Officer
<b>Behaviours that Build Relationships with</b>	Players, football staff and admin staff
<b>Job Description</b>	
<b>Location</b>	Northfleet, Kent
<b>Working pattern and Work base</b>	Will be required to work flexible hours including evenings and weekends.
<b>Summary</b>	<p>The candidate must be well-organised and have the ability to plan ahead. We are looking for someone with the capacity and flexibility to cope with occasional fixture changes.</p> <p>This is a key position within the football operations and you will work closely with the coaching staff both in the build-up to matches and on the day itself. You will take the lead in preparing the dressing room for the Men's team for all matches which includes travelling to away fixtures.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Manage the kit room ensuring the match day kit and training equipment is maintained, organised and prepared to the highest possible standard.</li><li>• During the closed season, liaise with the manager to compile future kit requirements and assist the club secretary with orders.</li><li>• Ensure the training kit and match kit is laundered and prepared for all training sessions and home and away matches.</li><li>• In discussion with the Manager and General Manager, agree match kit for away fixtures and ensure it is prepared and transported to the venue.</li><li>• For all matches prepare the dressing room laying out the kit, fluids and supplements.</li><li>• Utilising the team of interns, setting up and packing up the pitch for warm up and training.</li><li>• To maintain a checklist of all kit &amp; equipment requirements for home and away matches</li><li>• To assist the Sports Science and Medical departments with storage and inventory</li></ul>

Person Specification	
<b>Qualifications and experiences</b>	<ul style="list-style-type: none"> <li>• Must have a full UK driver's licence;</li> <li>• Must have previous experience working in a similar role at a professional football club.</li> </ul>
<b>Skills required</b>	<ul style="list-style-type: none"> <li>• Strong IT skills</li> <li>• The ability to work calmly under pressure</li> <li>• The ability to work safely and effectively</li> <li>• To always adhere to confidentiality and data protection procedures</li> <li>• The ability to show initiative, be proactive and work independently</li> <li>• A high work ethic with total commitment to a thorough approach to both data collection and analysis.</li> </ul>

*Ebbsfleet United FC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role. All appointments will be made on merit of skill and experience relative to the role.*

If you are interested in the role, please email a copy of your CV and a covering letter to [careers@eufc.co.uk](mailto:careers@eufc.co.uk).

The cut-off date to apply for this role is Friday 24<sup>th</sup> May 2024.