



## Job Description

<b>Job Title</b>	Kit Manager
<b>Department</b>	Football
<b>Reports to</b>	Sporting Director & Head Coach
<b>Location</b>	Club Training Ground & Cledara Abbey Stadium
<b>Salary</b>	£25,500 to £27,500 per annum
<b>Hours</b>	40 hours per week, worked flexibly on evenings, weekends and bank holidays as required
<b>Role Summary</b>	<p>The role holder will oversee the Club's kit requirements, and this will include both matchday and training kit the First Team and Youth team.</p> <p>This involves making sure that all the kit is sufficiently washed, dried, and folded ready to go out for all matches and training.</p> <p>As part of the matchday duties, the post holder will oversee managing the kit and ensuring that all of the equipment required for matches is available at each game.</p>
<b>Key Job Outcomes</b>	<ul style="list-style-type: none"><li>• Work with the first team side at home and away fixtures, with responsibility for ensuring that all match kits are clean and readily available for each match.</li><li>• Manage the Club's kit requirements, ensuring that all day-to-day duties are completed. This will include ensuring that all kits are prepared and that the teams have everything they require for training and games.</li><li>• Be responsible for the kit, from ordering of kit to distribution.</li><li>• Complete monthly stock checks and report any variances to the Retail Manager and agree any extra kit required.</li><li>• Ensure the correct kit and equipment are provided for all home and away games. This also includes ensuring that all shirts and kit are printed with the numbers and names as necessary for the First team and the Youth team and management staff.</li><li>• Liaise with the Head of Operations (Club Secretary) for match confirmation.</li><li>• Ensure all washing, drying, folding, and storing of kits from both training and matches is done to a high standard as required by the Club. For both the First Team and the Youth Team.</li><li>• Prepare and set out the team Dressing Room ahead of all home and away fixtures.</li><li>• Clean and tidy work areas, e.g., Dressing Room, Boot room, kit room.</li><li>• Attend all first team fixtures – home and away in both competitive and friendly fixtures, including training camps and tours. This may involve overnight stays for some away fixtures as directed by Sporting Director/Head Coach.</li><li>• Drive the kit van to the games.</li><li>• Maintain the kit van logbook and liaise with the Head of Operations (Club Secretary) for all maintenance of the kit van, e.g., vehicle tax, insurance, cleaning, servicing, and repairs.</li></ul>



	<ul style="list-style-type: none"> <li>• Be the point of contact for the Club’s commercial and community departments for all player signing requirements and deliver signed items to the respective departments as appropriate.</li> <li>• Carry out all tasks in accordance with Health &amp; Safety legislation and best practice.</li> <li>• Attend all Club and First team meetings as directed by the Sporting Director/Head Coach.</li> <li>• Maintain high standards of work, keeping the work area of the department clean, neat, tidy, and organised.</li> <li>• Comply with the Club regulations regarding policies, procedures, health &amp; safety, and security.</li> <li>• All other duties that may arise from time to time and fall within the scope of the role.</li> </ul>
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This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

**Person Specification**

Skills, Knowledge, Qualifications & Experience	Required	Desirable
Full UK driving licence and ability to travel as and when required	✓	
Introduction to First Aid qualification		✓
Experience of delivering excellent customer services	✓	
<b>Personal Qualities/Attributes</b>		
Hardworking and enthusiastic	✓	
Able to work weekends, matchdays and unsocial hours	✓	
Dedication to carrying out the role in all seasonal weather conditions	✓	
Excellent organisational skills and attention to detail	✓	
Reliable and committed	✓	
Ability to work independently and as part of a team	✓	
Able to communicate effectively	✓	
Willingness to work weekday evenings	✓	
Excellent team player and motivator	✓	



## Application Process

<b>Application Instructions</b>	Interested applicants should apply by submitting their CV and Cover Letter, applications which do not include both documents will not be reviewed. Previous applicants need not apply.
<b>Application Closing Date</b>	14 <sup>th</sup> April 2024 We reserve the right to close the job vacancy early if we receive sufficient applications for the role.
<b>Interview Date(s)</b>	Week commencing 22 <sup>nd</sup> April 2024
<b>Start Date</b>	July 2024
<b>Mission, Vision &amp; Values</b>	<p><b>Mission</b> Cambridge United aspires to compete at the highest level of the English Football League, whilst operating a financially sustainable football club embedded within the heart of its community. We are custodians with a collective responsibility to protect and enhance the Club for future generations.</p> <p><b>Vision</b> <i>Creating Memories</i> We engage current and future generations of supporters by creating memorable moments.</p> <p><i>Driving Standards &amp; Performance</i> We will evolve by driving standards and performance through self-reflection and education.</p> <p><i>Enhancing Lives</i> We are an inclusive Club that is United in Endeavour to enhance lives through the power of sport.</p> <p><b>Values</b> We engage positive and inspiring characters who are committed to serving and strengthening our community, by adopting our 3 key values.</p> <p><i>Teamwork</i> We achieve more through working together than alone and are United in Endeavour.</p> <p><i>Hard Work</i> We are committed to learning and working towards our pursuit of excellence in everything we do.</p> <p><i>Humility</i> We will celebrate each other's successes and recognise that no individual is greater than the collective.</p>
<b>Employability Statement</b>	Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
<b>Safeguarding Statement</b>	Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks. The post holder will be required to undergo Safeguarding training periodically.



**Equality,  
Diversity &  
Inclusion**

Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.