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| Job Title | Kit Assistant |
| Reporting to | Senior Kit Manager |
| Location | Training Ground |
| Line Management Responsibility | None |
| Main Purpose | To support the senior kit manager and laundry staff with areas of kit and equipment provisions for all Club players, staff and teams as required |
| Working Hours | Part Time which includes evenings, weekends and bank holidays as required and in line with business needs |

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| DUTIES & RESPONSIBILITIES | | |
| Your main responsibilities for this role include, but are not limited to the following:   * Traveling and delivering U21 and Women’s fixtures when required * Assisting with day-to-day operations within the kit department * Track and maintain kit requirements for relevant teams * Printing, distributing, transportation of kit and equipment for fixtures and tours * Preparing all Club kits in accordance with regulations * Prepare and set out the team dressing room and coaches’ room ahead of all home and away fixtures including but not limited to balls, bibs and cones * To clean and tidy work areas such as boot room, equipment storage units and dressing room on matchdays * Transport of kit and equipment as required including to away games * Assist with laundry as and when required * Unload matchday kit into laundry following away fixtures * Maintain the kit vans * Assist with inventory control throughout the season * You will be expected to accept reasonable flexibility in working arrangements and the allocations of duties to reflect the changing roles and responsibilities * To contribute positively to the Clubs vision and culture * To promote and adhere to the Equality, Diversity and Inclusion Policy and to work consistently to embed ED&I into everything. * To ensure the working environment is free from harassment and discrimination and any other form of unacceptable behaviour. * To fully participate in one-to-ones and departmental reviews and meetings. * To fully participate in annual and mid-term appraisals. * To understand the Club’s Safeguarding policy, procedures and best practice guidelines and use these to ensure appropriate and safe working practices applicable to the role. * To promote and assist with Safeguarding. * To carry out CPD and keep up to date with any training and updates relevant to the role. * To ensure the health & safety within the Club for self and others is adhered to at all times. * To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding. * To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.   The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands. | | |
| PERSON SPECIFICATION | | |
| Essential Criteria | | **Desirable Criteria** |
| * Must be flexible in work hours * Must be able to lift and move relevant equipment * Highly organised and methodical approach to workload * Confidential and diplomatic * Excellent communication skills both written and verbally * Full driving license * Right to Work in the UK | * Experience within sports industry | |

**Equality and Diversity**

West Bromwich Albion FC is an equal opportunities employer and is committed to provide equality and fairness for all employees and opposes all forms of unlawful and unfair discrimination and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

West Bromwich Albion Football Club also welcomes applications from suitably qualified members of the armed forces family.

**Applications will only be accepted when received through our online vacancy platform iRecruit:**

[**https://irecruit.efl.com/vacancies**](https://irecruit.efl.com/vacancies)

**Safer Recruitment**

West Bromwich Albion is committed to safeguarding and promoting the welfare of children, young people and adults at risk, therefore expects all staff and volunteers to share this commitment.

WBA’s Safeguarding, Equality and Whistleblowing policies can be accessed here <https://www.wba.co.uk/club/about-us/club-policies>

It is unlawful for the Club to employ anyone who is involved with regulated activity who is barred from doing so and we will carry out rigorous pre-employment checks and screening.

A / An Enhanced DBS, References, Qualifications, Proof of Identity and Right Work in the UK checks will be required and carried out prior to commencement in /for this post.

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| **Signed** | **Name** | **Date** |
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