



Role Specification

KIT Manager – full time

Job title	Kit Manager
Location	Fratton Park, Frogmore Road, Portsmouth, PO4 8RA. Training Ground 442, Copnor Road, Portsmouth, PO3 5EW. Due to the nature of the post, travel to all First Team and reserve fixtures and (international) tours will be required
Hours of work	Full time, 5 days over 7 with work on evenings, weekends and over bank holidays required.
Reports to	Head coach
Remuneration	£27,000
Key Dates	Opening: 7 July 2021 Closing: 5pm on 21 July 2021 Interview: w/c 26 July 2021

Role summary

An exciting opportunity has arisen at Portsmouth Football Club as we are seeking to recruit a Full-Time Kit Manager, holding the responsibility for the club's first team and Academy.

The successful candidate will be in charge of the club's kit requirements and this will include both matchday and training from academy to first team level. This involves making sure that all the kit is sufficiently washed, dried and folded ready to go out for all matches and training. As part of matchday duties, the post holder be in charge of managing the kit and also ensure that all of the equipment required for matches is available at each game.

Key Tasks

- Work with all first team and academy sides at home and away fixtures, be responsible for ensuring that all match kits are clean and readily available for each match.
- 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.
- Be responsible for the kit; from ordering of kit to distribution
- Complete monthly stock checks and any variances to the Head of Football Operations and agree any extra kit required.
- 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, Academy players and management staff.
- Manage the rotas and schedules and duties of the Laundry Assistant and support the work in the laundry room. This will include washing, drying, folding and storing kits from training and matches. This is to be done to a high standard as required by the club.



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- Prepare and set out the team Dressing Room and Coaches' Room ahead of all home and away fixtures
- Clean and tidy work areas e.g. Dressing Room, Boot Room, Kit Room
- Attend all first team fixtures – home and away in both competitive and friendly fixtures. This may involve overnight stays for some away fixtures as directed by the Head of Football Operations.
- Drive the kit van to the games as needed.
- Maintain the Kit Van log book and liaise with the Facilities team for all maintenance of the Kit Van e.g. vehicle tax, insurance, cleaning, servicing and repairs
- Be the point of contact for the club's community and commercial departments for all player signing requirements and deliver signed items to the respective departments as appropriate.
- Carry out all tasks in accordance with Health and Safety legislation and best practice. To report accidents or relevant matters of concern issues on the Company Health and Safety software.
- Attend all club and first team meetings as directed by the Executive Director, First Team Manager and Head of Football Operations
- Maintain high standards of work, keeping the whole work area of the department clean, neat, tidy and organised.
- Have an input in the day-to-day running of the training ground.
- Comply with all Club regulations regarding policies, procedures, health, safety and security
- All other duties that may arise from time to time and fall within the scope of the role
- Line management and development responsibilities

Requirements of the role:

- Right to work in the UK
- A full UK driving license and ability to travel as and when required
- The ability to work well alone and as part of the team
- Good time keeping skill
- Able to work weekends, matchdays and unsocial hours
- Good communication skills
- Customer focussed approach
- Dedication to carrying out the role in all seasonal weather conditions
- Previous experience in a football industry (desirable)
- Previous line management experience (desirable)
- Advanced DBS Disclosure will be required on joining



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How to apply

The Club will not consider applications via third parties.

To apply send your CV and cover letter to Lina Small – hr@pompeyfc.co.uk no later than 5pm on the 21 July 2021

Interviews will be held in Portsmouth in the week commencing 26 July 2021.

If you don't hear from us within 7 days of the closing date, please consider that your application was unsuccessful.

General information

The Club has a strong reputation as an upholder of EFL diversity and inclusion policies and welcomes applications from BAME candidates.

Portsmouth Football Club is committed to the safeguarding and welfare of all children, young people and adults at risk and this is endorsed by the club's board. We are committed to ensuring that any club related activity will be in a safe environment where children, young people and adults at risk are protected from harm or abuse whilst under our care.

The club have a safer recruitment policy which sets out our practice to ensure all staff and volunteers are suitable to work with children, young people and adults at risk. As part of our safer recruitment policy we ask every successful candidate to give their consent for us to obtain two written references and to provide us with documentary proof of qualifications.

The successful candidate will also be subject to an enhanced DBS check along with completing a self-declaration form as part of the recruitment process.

Any offer of employment will be conditional on these requirements being satisfactory.