



JOB DESCRIPTION

JOB TITLE:	First Team Kit and Equipment Assistant
DEPARTMENT:	Football Administration
REPORTS TO:	Head of Kit and Equipment
LOCATION:	Sir Jack Hayward Training Ground
HOURS:	37.5 hours plus Matchdays (Home and Away)
DATE:	April 2026

We are Wolves. English football's original innovators.

As a founding member of the Football League, we boast one of the richest histories in the beautiful game, shaping modern football while always staying true to our Old Gold roots.

A football club which represents a city built on grit and togetherness and one that is defined by ambition; from pioneering floodlit football to succeeding at the highest levels of the English and European game.

Always looking forward and determined in the face of challenge, bright in spirit and unified by the bond between players, staff and supporters, while remaining humble and grounded in the values of our Wolverhampton community.

At Wolves, we honour the past, while seizing the future.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all colleagues and volunteers to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk

Job purpose

To work closely with the Club's Kit and Equipment Manager to provide an exceptional kit and apparel service to the First Team. Based at the Club's Training Ground, you will be extremely organised, with a keen eye for detail. You will be a flexible team player with good communication skills. A clean driving license and having the flexibility to travel nationally and internationally are essential.

Key responsibilities

- 🛠️ Co-ordination of the Training Kit for the first team staff and players on a daily basis in conjunction with Kit and Equipment Manager
- 🛠️ Printing match shirts and training kit for the First Team
- 🛠️ Cleaning boots after training sessions and matches
- 🛠️ Supporting the Kit and Equipment Manager in all areas of kit operations
- 🛠️ To work at First Team and, when cover is required, Development Squad fixtures (both home and away) as and when instructed by the Kit and Equipment Manager
- 🛠️ Liaising with Technical Coaching Staff and Ground Staff to prepare for training sessions



- 🛡️ To record and monitor stock levels of training and match kit, including regular stock checks
 - 🛡️ Other duties that may arise from time to time within the scope of the role
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General responsibilities

- 🛡️ Compliance with Club policies
 - 🛡️ Compliance with the Club's health and safety procedures
 - 🛡️ Compliance with the Club's safeguarding policies
 - 🛡️ To promote the Club's values of progressive, humble, determined, bright and unified
 - 🛡️ To work consistently to embed equality & diversity into the Club
 - 🛡️ To undertake such other duties as may be reasonably expected
 - 🛡️ To maintain professional conduct at all times
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Equality, Diversity, and Inclusion

The post holder will demonstrate a strong commitment to equality, diversity, and inclusion, supporting the organisation's strategic aims to remove barriers and address inequality. You will play an active role in promoting an inclusive, discrimination-free environment that ensures fair access to opportunities and resources. This includes fostering a culture of dignity, respect, and belonging where everyone is empowered to contribute, perform, and reach their full potential.

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all those associated with WWFC to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk.

Key relationships

- 🛡️ Head of Kit & Equipment and fellow Kit Colleagues
 - 🛡️ First Team Technical Team
 - 🛡️ First Team and Development Squad Players
 - 🛡️ First Team and Development Squad Support Staff
 - 🛡️ Sporting Director
 - 🛡️ Head of Football Administration
 - 🛡️ Head of Academy Operations
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PERSON SPECIFICATION

Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

Essential

- 🛡️ An understanding of Safeguarding children, young people and adults at risk and wellbeing considerations.

Desirable

- 🛡️ Previous inventory management experience

Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc

Desirable

- 🛡️ Competent IT Skills (Excel, Word & PowerPoint)

General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc

Essential

- 🛡️ Understanding of how to work safely with children and/or adults at risk and uphold generally accepted practice when working with those participants.
- 🛡️ Be flexible in hours of work and trustworthy
- 🛡️ Adhere to protocol and respect confidentiality in all matters
- 🛡️ Display high standards of behaviour and appearance and expect the same from others
- 🛡️ Excellent Communication Skills
- 🛡️ Accurate timekeeping skills
- 🛡️ Presents solutions rather than problems
- 🛡️ A Strong Team Player

Experience: proven record of experience in a particular field, profession or specialism.

Essential

- 🛡️ Working with children and/or adults at risk
- 🛡️ Previous experience within a Football Club's Kit Department or sports-based environment

Qualifications: the level of educational, professional and/or occupational training required

Essential

- 🛡️ Post-holder must hold or obtain at the earliest opportunity the relevant safeguarding training (i.e. FA Safeguarding Children Workshop)
- 🛡️ Post-holder will be subject to a DBS check at the appropriate level and cleared by the Wolves Safeguarding Manager
- 🛡️ GCSE Maths and English at Grade C or higher