



JOB DESCRIPTION

JOB TITLE: Academy Kit & Equipment Assistant
DEPARTMENT: Kit
REPORTS TO: Head of Kit & Equipment and Academy Manager- Operations
LOCATION: Sir Jack Hayward Training Ground and Molineux
HOURS: 37.5 hours (includes weekend work as standard)
DATE: December 2023

We are Wolves. Progressive, determined, bright, unified and humble. A pack that is hungry for success. Wolves is one of the fastest growing professional football clubs in the UK, and also boasts one of the richest histories in the beautiful game.

Formed in 1877, Wolves was a founder member of the Football League, and was one of the country's most successful sides in the fifties and sixties. During a two decade spell the Black Country's most decorated side won three First Division titles and one of its four FA Cups.

Fast forward 70 years and Wolves are back amongst football's elite, in the Premier League for a sixth successive season; but now we compete as a sports and entertainment business across multiple brand verticals. As a challenger club, Wolves dare to be different, which is why creating world class propositions in esports, fashion and music are all part of our ambitious plans.

At Wolves, we don't simply look to the future, we seize it.

We take seriously our commitment to the safeguarding of children and adults at risk and to ensuring that Wolves is free from discrimination and harassment.

Job purpose

To work closely with the Academy Kit department to provide an exceptional kit and equipment service. 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

- Assist with academy players and staff training kit preparation and distribution on a daily basis.
- Record and monitor stock of all training and playing kit.
- Printing and preparation of match, players and staff training kit.
- Assist with packing academy teams match kits for home and away games.
- To assist with kit stock levels; this will include regular stock checks.
- To liaise with laundry to ensure all washing is collected and returned clean, assist with the folding and putting away of kits from training/matches. This is to be done to the high standard that the Club and Head of Kit & Equipment expects.
- Carry out other kit and equipment related tasks as deemed necessary by the Head of Kit and Equipment & Academy Manager- Operations.



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
- 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

Safeguarding

- This role carries a specific safeguarding responsibility. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.

Key relationships

- Head of Kit & Equipment
- Kit Department
- Academy Manager's (Operations and Football)
- Academy Operations Team
- Academy Coaches
- Academy Teams



Person Specification

Job Title: Academy Kit & Equipment Assistant

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

- Proven organisational skills
- Ability to problem solve

Desirable

- Previous inventory management experience
- Industry 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.
- Adhere to protocol and respect confidentiality in all matters
- Display high standards of behaviour and appearance and expect the same from others
- Accurate timekeeping skills
- Team Player
- Promote, adhere to and implement the club's Equality Policy and to work consistently to embed equality and diversity within club

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

Desirable

- Working with children and/or adults at risk
- Previous experience within a Football Club 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
- Post-holder will be subject to a Driving Licence check