



JOB DESCRIPTION

JOB TITLE:	Academy Kit and Equipment Coordinator
DEPARTMENT:	Academy
REPORTS TO:	Academy Operations Manager
LOCATION:	Sir Jack Hayward Training Ground
HOURS:	Casual contract – including Home & Away fixtures
DATE:	June 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 provide an exceptional kit and equipment service to the Academy teams. 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

- 🛡️ To work as part of the Academy Kit department in ensuring that all day-to-day duties are completed
- 🛡️ To deal with Academy management and staff's needs, attending department meetings, where required so the kit department have an input in to the day to day running of the training ground and its kit requirements
- 🛡️ To oversee Under 18s kit distribution. This will involve communicating with age group coaching staff and preparing a suitable plan for this task to be completed efficiently
- 🛡️ Assist with kit stock levels, including regular stock checks



- 🛡️ To work alongside the Academy Kit Manager when kit needs to be ordered providing information on quantities, sizes etc
- 🛡️ 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
- 🛡️ Carry out other kit and equipment related tasks as deemed necessary by the Head of Kit and Academy Kit Manager
- 🛡️ Other duties that may arise from time to time within the scope of the role

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

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

- 🛡️ Kit Department
- 🛡️ Head of Academy Operations – 1 – 1 Line Manager
- 🛡️ Head of Academy Coaching/Football Operations
- 🛡️ Academy Coaches
- 🛡️ Academy Teams



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, young people and adults at risk to uphold Safeguarding best practice
- 🛡️ 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.

Essential

- 🛡️ Working with children and/or vulnerable adults
- 🛡️ 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 and maintain 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 Safer Recruitment Group