



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>HEAD OF KIT &amp; EQUIPMENT – FIRST TEAM</b>
<b>DEPARTMENT:</b>	<b>PROFESSIONAL</b>
<b>REPORTS TO:</b>	<b>MATT WILD</b>
<b>DIRECT REPORTS:</b>	<b>2 x KIT CO-ORDINATORS &amp; 1 x KIT AND EQUIPMENT MONITOR</b>
<b>LOCATION:</b>	<b>COMPTON</b>
<b>HOURS:</b>	<b>37.5</b>
<b>DATE:</b>	<b>MAY 2025</b>

**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 past six years we have celebrated promotion to the Premier League, back-to-back 7<sup>th</sup> placed finishes and a Europa League quarter-final campaign. Now, we will be competing in the Premier League for a sixth successive season.

But this post is not about what we have done, but what we will achieve next.

**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**

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### Job purpose

As the Head of Kit & Equipment, you will be responsible for the Kit Department, ensuring that there is an exceptional kit and equipment service to the First Team. You will need to be extremely organised with strong management skills, with a keen eye for detail. A clean driving licence and having the flexibility to travel nationally and internationally are essential for the role.

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### Key responsibilities

- Overall responsibility for all player and staff kit and equipment for training sessions and match days
- Management of the Kit & Equipment direct reports including the organising and scheduling of rotas.
- Preparation of all equipment, including organisation and maintenance of storage



facilities for the equipment

- Responsible for the printing of all players match kit and player/staff training wear
- Management of kit and equipment logistics for all first team matches (both home and away) as well as all first team training camps and tours
- Liaising with Coaching Staff and Ground Staff to prepare and organise the setup of equipment required for training sessions
- Responsible for recording and monitoring stock levels of training and match kit, including regular stock checks for the First Team.
- Ensure all first team players and staff represent the brand and sponsors as required
- Main liaison with all external stakeholders regarding kit and equipment for the First Team.
- Other duties that may arise from time to time within the scope of the role
- Ensuring all first team kit is collected and laundered daily, via the Club's current external laundry partner

### **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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### **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 children, young people, and adults at risk.

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### **Key relationships**

Director of Football Operations & Administration

Kit & Equipment Direct Reports

First Team Players & Coaching Staff

First Team Support Staff

Football Working Group

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### **Scope of job**

Budget Holder for First Team Kit & Laundry Function

Involvement in ad-hoc projects to improve the operation of Compton Park Training Ground



Kit Department Reports currently made up of 1 x Full Time Kit & Equipment Co-Ordinator, 1 x Part Time Kit & Equipment Co-Ordinator and 1 x Full Time Kit & Equipment Monitor.

## PERSON SPECIFICATION

### Job Title: Head of Kit & Equipment – First Team

**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

- Strong People Skills and Team Management Experience

#### Desirable

- Previous Inventory Management Experience

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

#### Essential

- IT Skills to include ability to use Microsoft Office (Excel, Word and Outlook)

**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 vulnerable adults and uphold generally accepted practice when working with those participants.
- Promote, adhere to and implement the Club's Equality Policy and to work consistently to embed equality and diversity within Club.
- Strong communication skills, developing relationships across the club
- Competent and personable with good time management skills
- Understanding of the importance of confidentiality and integrity at all times
- Creative thinking skills and the ability to solve problems

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

#### Desirable

- Experience of working in a football club environment or in a similar role
- Working with children and/or vulnerable adults

**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