



## JOB DESCRIPTION

**JOB TITLE:** Academy Kit and Equipment Coordinator

**DEPARTMENT:** Academy Kit

**REPORTS TO:** Academy Operations Manager

**LOCATION:** Sir Jack Hayward Training Ground/

**HOURS:** Full Time Including evening & weekends. (Match Day Cover will also be required)

**DATE:** September 2025

**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 an eighth 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 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

To work closely with the Academy Kit team to provide an exceptional kit and equipment service to the Academy teams. Based at the Club's Training Ground, you will need to 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 may be required. This role requires evening and weekend work.

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### 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 be assist with kit stock levels; this will include 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. This is to be done to the high standard the Club and Head of Kit expects.
- 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

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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**

Academy Operations Manager – 1 to 1 Line Manager and support

Head Of First Team Kit –

Academy Kit Team

Academy Coaches

Professional, Youth and Foundation Phase Staff - liaise with regularly in order to gain knowledge of the players needs.

Players, parents and host families

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### **Scope of job**

To work closely with the Academy Kit team to provide an exceptional kit and equipment service to the Academy teams



## Person Specification

### **Job Title: Academy Kit and Equipment Coordinator**

**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

#### 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 vulnerable adults 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 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 the relevant safeguarding training (i.e. FA Safeguarding Children Workshop)
- This position is subject to a satisfactory DBS check. The successful candidate must have a clear and appropriate DBS certificate in place prior to commencing employment, in line with our safeguarding obligations