



## JOB DESCRIPTION

**JOB TITLE: U21s Academy Kit & Equipment Lead**

**DEPARTMENT: Academy/Kit**

**REPORTS TO: Academy Operations Manager**

**LOCATION: Sir Jack Hayward Training Ground**

**HOURS: 37.5 Hours (Including weekends & all U21s fixtures)**

**DATE: August 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's Under 21s squad 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.

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### **Key responsibilities**

- To oversee under 21s kit distribution. This will involve communicating with the age group coaching staff and preparing a suitable plan for this task to be completed efficiently.
- To work with the wider kit team to create strong systems and processes that can be implemented across all academy teams.
- Preparing, packing, and travelling to under 21s games and tournaments.



- 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 the main point of contact for the Academy with suppliers
- To lead on the stock checks on a regular basis including documenting all levels and providing the information to the Head Of Kit & Academy Operations Manager.
- To liaise with laundry to ensure all washing is collected and returned clean, folding and putting away of kit from training and matches. This is to be done to the high standard that the Club and Head of Kit & Equipment expects.
- Support with the wider Academy and Women sides with preparing, printing and packing during the close season to ensure everyone receives their kit prior to the start of the season.
- Carry out other kit and equipment related tasks as deemed necessary by the Head of Kit & Academy Operations Manager
- Lead & support the Operations team for the PDP Pre Season Tour, including driving nationally when necessary
- Be the main point of contact for ordering numbers, letters, badges with all the relevant suppliers for the Academy & Women's department.
- To follow and enforce best practice in relation to Safeguarding policies and processes including but not limited to reporting procedures.
- To work alongside the Safeguarding Team and Designated Safeguarding Leads to ensure safeguarding standards are met and maintained.

## **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**

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.

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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.



## Key relationships

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

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## Scope of job

To work closely with the Academy's Under 21s squad to provide an exceptional kit and equipment service as well as supporting the wider academy and women for additional support.

## PERSON SPECIFICATION

### Job Title: U21 Academy Kit & Equipment Lead

**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
- Experience of creating systems and processes that support smooth operations that can be applied to the kit department.
- Strong communication skills
- An understanding of Safeguarding children, young people and adults at risk.
- Knowledge of Safeguarding legislation, policies and procedures (including reporting platforms and/or requirements).
- Wellbeing knowledge in relation to supporting children, young people and adults at risk.

#### Desirable

- Previous inventory management experience
- Industry experience
- Project management experience

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

#### Essential

- Competent IT Skills (Excel, Word & Outlook)



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General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc
<u>Essential</u> <ul style="list-style-type: none"><li>• Understanding of how to work safely with children, young people and adults at risk to uphold Safeguarding best practice.</li><li>• Promote, adhere to and implement the Club's Equality Policy and to work consistently to embed equality and diversity within Club.</li><li>• Accurate timekeeping skills</li><li>• Team Player</li><li>• Promote, adhere to and implement the club's Equality Policy and to work consistently to embed equality and diversity within club</li></ul>
Experience: proven record of experience in a particular field, profession or specialism.
<u>Essential</u> <ul style="list-style-type: none"><li>• Working with children and/or vulnerable adults</li><li>• Previous experience within a Football Club or sports-based environment</li></ul>
Qualifications: the level of educational, professional and/or occupational training required
<u>Essential</u> <ul style="list-style-type: none"><li>• Post-holder must hold or obtain at the earliest opportunity the relevant safeguarding training (i.e. FA Safeguarding Children Workshop)</li><li>• Post-holder will be subject to a DBS check at the appropriate level and cleared by the Wolves Safer Recruitment Group</li></ul>