Academy Kit & Equipment Co-Ordinator

Salford City Football Club

Role Purpose

Salford City Football Club is seeking a motivated and highly organised Academy Kit & Equipment Co-Ordinator to support the day-to-day operation of the Salford City Academy kit department.

The successful candidate will take responsibility for the preparation, organisation, and distribution of all Academy match and training kit, ensuring that players, are fully equipped for training sessions, as well as fixtures, and away travel.

Having an eye for detail, and being extremely well organised, the successful candidate will have a flexible approach, be adaptable and able to work under pressure as well as being a team player, a good communicator and have the ability to provide effective assistance within the kit operation.

Working closely with the Academy Manager and the First Team Kit Department, the role will play an important part in maintaining the professional standards of the Club.

Main Responsibilities

- Ensure Development and u18 players are provided with the correct kit for all training sessions.
- Prepare, organise and distribute home and away match kits for all Academy teams.
- Manage the daily issuing, collection and allocation of kit to development and u18 players.
- Wash, dry and store training kit daily for the development and u18 groups.
- Wash, dry and store match kit from u9 through to development.
- Maintain accurate stock records, including individual player allocations and general kit inventory.
- Monitor the condition of all kit, identifying worn or damaged items.
- Maintain a clean, organised work area ensuring all kit is stored appropriately and ready for use.
- Take responsibility for the organisation and maintenance of Academy football equipment.
- Ensure all equipment is prepared and available ahead of training sessions and fixtures.
- Maintain accurate equipment inventories and monitor stock levels.
- Communicate equipment requirements and replenishment needs to the Kit Manager.
- Prepare and pack equipment for away fixtures.

- Use a heatpress to ensure match & training kits are printed for players and staff within appropriate timescales.
- Organising and distributing trialist kits to players.
- Identify and report missing, damaged or defective equipment promptly.
- Ensure equipment is checked, maintained and returned following use.
- Provide assistance to the First Team Kit Department when required.
- Carry out any other reasonable duties associated with the role, as directed by the Kit Manager.

Matchday Support

- Assist with the preparation of Academy changing rooms and team areas to maintain high standards of presentation.
- Prepare all playing kit and equipment for home and away fixtures.
- Attend and provide support at Development fixtures, both home and away, with additional support for U18 fixtures when required.
- Ensure all kit and equipment is collected, checked and returned following matches.

Person Specification

- The successful candidate will be expected to demonstrate- A pro-active and enthusiastic approach with a focus on providing exceptional service
- Strong communication skills with the ability to communicate effectively when under pressure
- Ability to quickly and effectively build strong working relationships with others
- Well organised with a structured approach to the working day and the flexibility to respond to unforeseen events
- A good understanding of training session and match day requirements
- Strong attention to detail
- Resourceful approach with the ability to troubleshoot
- Ability to work matchdays, including evenings and weekends
- Own transport and clean driving license or the ability to fulfil the travel requirements of the role
- Previous work experience in a similar role within a sports club

Previous experience in kit management, equipment operations or a professional football environment would be advantageous.