



Kit Manager's Assistant

JOB DETAILS	
Job Title:	Kit Manager's Assistant
Location:	Port Vale Football Club, Hamil Road, Burslem, ST6 1AW
Hours:	20 hours per week minimum. (flexibility and occasional additional or unsociable hours are a requisite of the role, contracted hours could increase depending on demand)
Salary:	Dependent on experience
Responsible to:	Kit Manager
Team:	First Team Back Room Staff
Job Purpose	To work closely with the First Team Kit Manager, to provide an exceptional kit and apparel service to the First Team, Youth Team, Foundation, Mascot, and Women's team.
Key Relationships	Internally – Kit Manager, First Team Manager, Coaches and Support Staff. Externally – Kit managers and back-room staff at other clubs we visit/when they visit us.
Relationship & Reporting Lines	<div style="text-align: center;"> <div>DIRECTOR OF FOOTBALL</div> <div>FIRST TEAM MANAGER</div> <div>KIT MANAGER</div> <div>KIT MANAGER'S ASSISTANT</div> </div>
PRINCIPLE ROLE AND RESPONSIBILITIES	
1.	You will be extremely organised, with a keen eye for detail. You will be a flexible team player with good communication skills and have the ability to run the full kit management operation in the absence of the Kit Manager.
2.	A clean driving license and having the flexibility to travel nationally are essential.
3.	Assisting with set up and recovery of match day and training session equipment.
4.	Ensuring kit is washed after the fixture or the next day following a fixture (depending on whether we are home or away)



5.	Initially the main areas you will be solely responsible for are Academy, Foundation and Women's team. Jointly responsible for Mascot and Hospitality.
6.	Management of training kit and equipment daily in conjunction with the first team kit manager.
7.	Printing of kits
8.	Supporting the kit manager in all areas of the kit management operation.
BEHAVIOURS	
	<p>To include</p> <ul style="list-style-type: none"> • Be flexible in hours of work. • Be trustworthy and adhere to club's code of conduct/values. • Adhere to protocol and respect confidentiality in all matters. • Display high standard of behaviour, appearance and encourage the same from others. • A commitment to safeguarding and promoting the welfare of children and young people.

Safeguarding Statement

Port Vale Football Club is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

Equality Statement

Port Vale Football Club is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.