



## **CIFC KIT MANAGER**

### **SUMMARY OF ROLE:**

We currently have an opportunity for a Kit Manager within our 1st Team Set-up. This role may suit someone looking to break into the football set-up or alternatively someone who is looking to move up the pyramid.

In liaison with the staff, the kit manager will be responsible for ensuring that the coaches have all the required resources for days/evening training sessions as well as ensuring all teams have sufficient kit on matchdays.

### **ABOUT THE CLUB:**

Canvey Island Football Club are based in Canvey Island, Essex and currently play in the Isthmian Premier Division (*Step 3 of the football Pyramid*).

Everyone at Canvey Island F.C. is dedicated to working as one team and to be the best we can be. Come be part of our fabulous team with our mentality of '*One In All In*'

### **KEY RESPONSIBILITIES:**

- Liaise with the club on all matters concerning kit and equipment requirements
- Ensure all the requirements for players and coaches are met
- Prepare and pack all match kit requirements and liaise with the coaching staff where necessary.
- Check all the kit back in after usage and liaise with Laundry staff to ensure kit is promptly cleaned and packed away safely and securely.
- Ordering, storing and distributing kit and equipment as directed
- Contribute to maintenance of the inventory of all kit and equipment
- To prepare all training kits
- To oversee the match kit; to prepare the kit allocation and check before and after fixtures.
- Maintain accurate records of all kit logs and report discrepancies
- To prepare training equipment for all training sessions
- To assist with the management of all kit and equipment storage spaces at Movie Starr Stadium, ensuring that they are organized to a professional standard.
- To assist with matchday operations
- Travel required for match days; this requirement means the role consists of working unsociable hours including evenings and most weekends.



#### **WHAT WE LOOK FOR IN A TEAM MEMBER:**

- Inspires others and is a positive role model
- Is personable and able to connect and build relationships with others easily
- Demands high standards and has an attention to detail
- Is responsible and acts in the best interests of the club
- Is open minded, innovative and willing to explore new ideas/concepts
- Is proactive and able to identify and mitigate risks
- Able to work with players, staff of varying ages, experience, backgrounds and cultures
- Possesses a strong work ethic and are motivated to be the best they can be
- Able to promote the positive image of the Club

#### **EQUALITY & DIVERSITY:**

As we are a diverse organization that respects differences in race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity, we welcome all applications. We want everyone to feel valued and included in the football community and to achieve their full potential. Canvey Island F.C. is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

To apply for this role, please complete the: [Job Application Form](#)