



Lewes FC Kit Manager

Job Title: 1st Team Kit Manager

Employer: Lewes FC

Hours & Availability: Be available for all games (Tuesday and Saturday)

Remuneration: £70 per week plus travel expenses incurred

Reports to: 1st Team Manager

Reports: None

Role Responsibilities & Key Duties

- Liaise with First Team management to prepare and set out playing kit and equipment required for matches including pumping footballs and match day supplies
- Liaise with relevant colleagues on printing, restocking and ordering all First Team player and staff training and match kit in compliance with competition regulations and in correct sizes.
- Distribute and log training and match kit to all First Team players and staff and record returns at the end of the season.
- Attend training sessions where required
- Prepare and set out the team dressing room ahead of all home and away fixtures
- Prepare kitbags for laundering or undertake laundering of kit
- Ensure the dressing room is clean and tidy following matches
- Ensure storage facilities are left tidy and secure.
- Attend meetings as directed by First Team management staff
- Comply with all Club regulations regarding policies, procedures, health, safety and security and to maintain confidentiality regarding player, staff and team information
- Any other duties that may arise from time to time and fall within the scope of the role

Key Skills, Experience and Qualifications

- A clean Driving Licence and valid Passport
- Diligence, good time-keeping, good organisation skills, high standards and attention to detail
- Ability to work under pressure, manage own time and understand different needs
- Positivity, a can do attitude and a commitment to club culture and ethos
- Good IT skills to facilitate ordering kit and equipment and keeping track of players' kit requirements and allocations

