



JOB INFORMATION	JOB DESCRIPTION
Job Title:	Assistant Kit Person
Site:	Priestfield Stadium
Working Hours:	40 Hours Flexible (Mon-Sun)
Salary:	TBC on Experience

OVERALL PURPOSE OF JOB

To assist the First Team Kit Manager to provide an exceptional kit and apparel service to the First Team and B Team squads.

You will be a flexible team player with good communication skills and have the ability to help run the full kit management operation for the First Team and B team squads. Also supporting the duties of the First Team Kit Manager as and when required.

GENERAL DESCRIPTION – TASK RELATED

Main Duties:

To include:

- To help in the Management of the training kit daily in conjunction with the First Team Kit Manager.
- Be available for all First Team home fixtures, also be available for all B Team home and away games, and make sure all match kit is taken that is needed for players and staff in a professional and organized manner.
- To oversee the B team training Kit daily, also making sure all training sessions have the correct equipment.
- Printing Match/Training kits for both First Team and B Team.
- Laundry of match and training kit attire and equipment.
- Supporting the Kit Manager in all areas of kit management on day-to-day basis including First Team match day.
- Available to commit to every weekend throughout the season.
- To attend First Team and B team Management meetings when required.

QUALIFICATIONS, TRAINING & REQUIREMENTS:

Essential:

- Clean DBS
- Safeguarding Training
- Proficient with Excel and Word packages
- A clean driving license and having the flexibility to travel to Local First Team and B team away games.
- Be able to work on own initiative and be pro-active

SKILLS & EXPERIENCE:

To include:

- Be flexible in hours of work.
- Be trustworthy and adhere to the Club's Code of Conduct and Ethics.
- Adhere to protocol and respect confidentiality in all matters.
- Display high standards of behaviour, show attention to detail at all times, show pride in your appearance and encourage the same from others.
- To be able to multitask and perform well.
- Be an excellent team player and work in the spirit of a "team"
- A commitment to safeguarding and promoting the welfare of children and young people
- To be respectful of characteristics under the Equality Act 2010

GFC is an Equal Opportunities and Disability Confident employer and welcomes applicants from all sectors of the community.

GFC is committed to Safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As such you may be subject to a satisfactory enhanced disclosure via the Disclosure and Barring Service prior to taking up any role.

A shortlist of suitable applicants will be completed shortly after the closing date and successful candidates will be contacted about the interview process.

If you feel you have all the qualities and experience, please send all CV's and covering letter to:

sjones@priestfield.com/enquiries@priestfield.com

Closing Date: 5pm, Monday 17th July 2023