



Job Description

Job Title: ICTFC Kit Manager

Department: First Team - Reports to Management Team direct

Key Contacts Internal: Chief Executive Officer, Head Coach, First Team Coaches, Sports Scientist, Football Secretary, club Retail Department

Key Contacts External: The SPFL, The Scottish FA, kit suppliers, equipment suppliers and club Partners

Location: Based at Caledonian Stadium, Inverness, with the ability to travel between Club venues. Due to the nature of the post, travel to all First Team fixtures will be required.

Hours: Full time in accordance with First Team training and fixture schedule. Due to the nature of the post, evening and weekend work will be required.

Job Purpose: To ensure the management and preparation of all First Team training and match kit and equipment for players and staff.

Remuneration: Salary commensurate with skills and experience.

Role Responsibilities & Key Duties

- To be responsible for all First Team player and staff training and match kit
- To print all First Team player and staff training and match kit in compliance with competition regulations
- To distribute training and match kit to all First Team players and staff
- To launder, dry, store and set out training and match kit for all First Team players and staff
- To prepare and set out the team dressing room and coaches' room ahead of all home and away fixtures
- To liaise with the Football Secretary for match kit confirmation
- To record and monitor stock levels of training and match kit, including regular stock checks. To liaise with the Club retail department for stock levels
- To clean and tidy work areas e.g. dressing room, boot room, kit room, laundry room
- To assist the Academy department with kit printing and distribution for all player and staff training and match kit
- To attend meetings as directed by First Team management staff and the Football Secretary
- To comply with all Club regulations regarding policies, procedures, health, safety and security
- All other duties that may arise from time to time and fall within the scope of the role

Personal Specification

Qualifications	Essential	Desirable
1 – Valid Full UK Driver’s Licence	√	
2 – Scottish FA Children’s Wellbeing in Scottish Football Certificate	√ **	
3 – Emergency First Aid Certificate		√
Skills, Knowledge & Experience		
4 – IT skills to include the ability to use Microsoft Office (Excel, Word & Outlook)		√
5 – Previous kit management experience in a professional football/sports club environment		√
6 – Experience using a heat press		√
7 – Previous inventory management experience	√	
8 – Strong organisational and administrative skills	√	
9 – Excellent communication skills	√	
10 – Accurate timekeeping skills	√	
Attitude/Behaviours		
11 – Takes responsibility for ensuring a high quality of work	√	
12 – A genuine team player	√	
13 – A reliable individual	√	
Personal Qualities		
14 – Hardworking and enthusiastic	√	
15 – Meticulous attention to detail	√	
16 – Displays a high level of discretion and maintains strict confidentiality	√	
17 – Ability to adapt to changing circumstances in a fast paced environment	√	
18 – Loyal and committed	√	

** The club can assist with this post appointment.