**JOB VACANCY | Kit Manager**

Greenock Morton FC are currently looking to recruit a Kit Manager to add to the football department of the club.

The role will be focused on ensuring the maintenance and delivery of daily kit & logisitics and will require flexible working around the football schedule.

Interested applicants should write to or email to the Club outlining their suitability for the role in the form of a Cover Letter and submit a copy of their CV. Applications should be submitted prior to 5.00pm on Tuesday 9th July 2024.

|  |  |
| --- | --- |
| **Application Instructions** | All applicants should submit a Covering Letter and Curriculum Vitae (CV) in support of their application for the role.  **Email applications should be sent to:**  General Manager, Dale Pryde-MacDonald by emailing:  [dale.pm@gmfc.net](mailto:dale.pm@gmfc.net)  **Postal applications should be sent to:**  Dale Pryde-MacDonald  General Manager  Greenock Morton Football Club  Cappielow Park supported by Dalrada Technology  Sinclair Street  Greenock  PA15 2TU |
| **Application Deadline** | 5.00pm on Tuesday 9th July 2024 |
| **Interview Dates** | Interviews will take place within days of closing |
| **Role Start Date** | TBC (dependant on situation of successful candidate) |
| **Employment Statement** | Greenock Morton FC is committed to be an equal opportunities provider and welcomes applicants from all members of the community. Should you require assistance with your application please contact the Club in advance of your submission. |

**Job Description:** Kit Manager

|  |  |
| --- | --- |
| **Job Title** | Kit Manager |
| **Department** | Club – Reports to 1st Team Manager |
| **Key Contact Internal** | General Manager, 1st Team Manager, 1st Team Staff & Players |
| **Location/Requirements** | Based at Cappielow Park supported by Dalrada Technology with a remit to travel for matches. |
| **Hours/Remuneration** | 40 hours per week. Due to the nature of the post, evening and weekend work will be required based around the clubs’ fixtures.  Remuneration commensurate with skills and experience.  Competitive salary. |
| **Job Purpose** | To co-ordinate and oversee the maintenance and delivery of daily kit and logistics at the club alongside matchdays.  This includes handling all laundry requirements, supply and stock control and maintenance of equipment and kit. |
| **Duties and Responsibilities** | * To be responsible for all professional player and staff training and match kit * To liaise with suppliers on printing of kits and stock management. * To distribute training and match kit to all professional players and staff * To launder, dry, store and set out training and match kit for all professional players and staff * To prepare and set out the team dressing room and ahead of all home and away fixtures * Management and packing of matchday boots for First Team players and staff * To liaise with the Football Manager & Club Secretary for match kit confirmation * To record and monitor stock levels of training and match kit, including regular stock checks. * To liaise with First Team management staff to prepare equipment required for training sessions * To assist the Sports Science and Medical departments with storage and inventory management * To oversee the cleaning and tidying work areas e.g. dressing room, boot room, kit room * To maintain the Kit Van log book and liaise with the Club Secretary for all maintenance of the Kit Van e.g. vehicle tax, insurance, cleaning, servicing and repairs * To attend meetings as directed by First Team management staff * 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 |

**Person Specification:** Kit Manager

|  |  |  |
| --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** |
| Valid full (UK) drivers license | a |  |
| Emergency First Aid Certificate |  | a |
| Disclosure Scotland Check |  | a |
| **Skills & Knowledge** |  |  |
| IT Skills to include the ability to use Microsoft Team (Word, Excel, Powerpoint, Outlook, Teams) |  | a |
| Previous Kit & Logistics experience within the football environment. | a |  |
| Knowledge of sports industry and environment. | a |  |
| Strong negotiation and communication skills. | a |  |
| Experience of meeting the demands of a professional football department operation. | a |  |
| Knowledge on inventory management and stock controls. |  | a |
| Ability to drive to away matches and utilise the kit van for key club tasks | a |  |
| Strong organisational skills | a |  |
| Excellent communication skills | a |  |
| Strong timekeeping and time management skills | a |  |
| **Attitude/Behaviours** |  |  |
| Take responsibility for ensuring a high quality of work | a |  |
| A genuine team player who will support and motivate other members of the team as well as having the ability to work independently when required. | a |  |
| An adaptive individual who can cope well in high-pressure situations | a |  |
| A proven ability to multi-task and manage multiple projects | a |  |
| **Personal Qualities** |  |  |
| Hardworking & enthusiastic | a |  |
| Meticulous attention to detail | a |  |
| Understands the importance of confidentiality and integrity at all times | a |  |
| Reliable and committed | a |  |
| Seeks to learn and develop daily | a |  |