



Job Description

Job title	Kit Manager's Assistant	Department	Football
Position and reporting line	First Team Kit Manager and Academy Manager	No of direct reports	None
Purpose of role	To work closely with the First Team Kit Manager to provide an exceptional kit and apparel service to both the First Team and the Development Squads.		
Key relationships	<p>Internal – The First Team Kit Manager, The Head Coach Academy Manager and Coaching Staff together with all First Team and Development Squad Players.</p> <p>External – Other Club Manager's Assistants and Kit Managers.</p>		
Overview	Based at the Club's Training Ground, you will be extremely organised, with a keen eye for detail. You will be a flexible team player with good communication skills and have the ability to run the full kit management operation in the absence of the Kit Manager. A clean driving license and having the flexibility to travel nationally and internationally are essential.		
Key Tasks	<p>To include:</p> <ul style="list-style-type: none"> • Management of the training kit on a daily basis in conjunction with the First Team Kit Manager; • Printing match kits for both First Team and Development Squad; • Laundry of match and training kits; • Cleaning boots after training sessions; • Supporting the Kit Manager in all areas of kit management operation; • To work all Development Squad matches both Home and Away. • To work all some Home and Away Development Squad matches on a flexible basis, this includes fixtures overseas. 		
Behaviour	<p>To include:</p> <ul style="list-style-type: none"> • 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 and appearance and encourage the same from others. • A commitment to safeguarding and promoting the welfare of children and young people • To be respectful of characteristics under the Equality Act 2010. 		

Important Information

Salary - £15,000 per annum.

Huddersfield Town Associated Football Club (HTAFC) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If this role involves the supervision of and work with children and young people or vulnerable adults you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by The FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

HTAFC is a diverse Club that respects all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Club and to achieve their full potential. HTAFC has a zero-tolerance approach to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate