



Job Description (Kit and Equipment Manager)

Job Title	Kit and Equipment Manager	Date Prepared	March 2025
Reports to	Head of Football Operations	Hours of Work	Full time – to suit hours of role
Direct reports	Assistant Kit Manager U21 Kit Manager (joint) U18 Kit Manager (joint) Laundry Staff	Location	Training Ground Stadium

Job Role

Responsible for the management and organisation of all kit and equipment requirements at Cardiff City Football Club.

Key Responsibilities

- Lead the day to day running and administration of the Kit, Equipment, and laundry department.
- Manage, mentor, and supervise the work of other members of the kit, equipment, and laundry department, liaising closely with the Academy Manager where required.
- Attend all first team fixtures ensuring that the requirements of both the players and staff are catered for. Co-ordinate and organise the Kit & Equipment for matches as required.
- Attend all first team training sessions ensuring Management, staff, players and trialists are provided with training kit as required for daily sessions.
- In coordination with the Head of Football Operations and head of retail, manage the department budget.
- Liaise with Suppliers regarding placing orders, design, production, and deliveries.
- Use an online stock system to ensure an accurate record of all Cardiff City FC kit and equipment is always maintained, ensuring accurate kit allocations are made to each team/player and staff.
- Work with the club secretary to ensure correct match kit choices are submitted to the league for approval. Ensure team sheets and any other rules/regulations of the competition are observed and carried out.
- Liaising with Cardiff City and Football League contracted brands and ensuring contracts are correctly adhered to.
- Ensure all training equipment is cleaned and maintained and prepared for training sessions as required.
- Transportation of Garments between training and laundry facilities.

- Ensuring that all department vehicles are correctly maintained.
- Ordering and handling deliveries of Water.
- Planning and arranging the logistic arrangements for equipment on pre-season tours.
- Contribute to the Away Travel planning process and be the main Cardiff City point of contact during all Away journeys for operational matters.
- Completing kit orders for training kit, match kit, footwear, and leisurewear for 1st Team, U21 and academy teams and ensuring that these fall within the agreed budget.
- Liaise with the retail manager regarding kit orders, deliveries, and stock control.
- Ensuring all store/ kit rooms are kept tidy and secured.
- Ensure all kit and laundry staff comply with Cardiff City Football Club's Health and Safety Policy, procedures, and safe systems of work.
- Assist with the recruitment of staff for the Kit and Equipment and Laundry department.
- Undertake other reasonable duties as requested by the First Team Manager and Head of Football Operations.

Club Responsibilities

Health and Safety

- To take responsibility for your own health, safety and welfare, ensuring compliance with Cardiff City Football Club's Health and Safety Policy, procedures and safe systems of work.

Data Protection

- To take responsibility for the protection of personal data and confidential information, ensuring compliance with General Data Protection Regulations and Cardiff City Football Clubs Data Protection Policy.

Training & Development

- To undertake all reasonable training, learning and development activity designed to support you in your role.

Diversity and Equality

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment; to comply with Cardiff City Football Club's Equal Opportunities Policy.

Knowledge, Skills and Experience Required

- Previous experience in a similar role.
- Knowledge of the relevant competition rules/regulations and laws of the game.
- Good organisational and prioritisation skills and ability to work under pressure.
- Ability to be flexible and react to different scenarios
- Good IT and Communication skills.
- Ability to work to a budget.
- Previous experience of developing and managing other people

Equality

Cardiff City Football Club promotes equal opportunities in employment we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Safer Recruitment Policy

Cardiff City Football Club operates a 'safer recruitment policy' and is committed to safeguarding and promoting the welfare of children and adults at risk and expects all staff and volunteers to share this commitment. All appropriate reference checks and Enhanced Level Disclosure and Barring Service (DBS) checks form a significant part of this recruitment process.

How to Apply

Should you feel that you have the necessary skills and experience required for the role and wish to apply for this position, please email a copy of your up-to-date CV together with a completed application form to: advert@myjobvacancies.co.uk

Closing Date

5pm Wed 9th April 2025