

WYCOMBE WANDERERS FOOTBALL CLUB

Stadium & Registered Office
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JOB DESCRIPTION

JOB TITLE: Kit & Laundry Co-Ordinator

JOB PURPOSE - The successful applicant will be based at the Club's Training Ground in High Wycombe, and will provide a full kit service to the First Team Squad, working within a small team in an often highly pressurised environment.

MAIN ROLES & RESPONSIBILITIES

All activities to be carried out within the policies and procedures of the Club as set out in the Employee Handbook.

KEY ACTIVITIES:

- * Facilitating the Laundry of all First Team Training and Match Kit;
- * Assisting with the printing of Training and Match Kit to ensure compliance with The Football League and Cup competitions;
- * Ensuring stock levels are monitored and working alongside with the Club's retail department to ensure best practises;
- * Preparation of match day kit for both Home and away fixtures;
- * Liaising with First Team Coaching Staff with regards to preparing and setting out equipment required for First Team training sessions;
- * Other ad hoc duties as required by the Coaching Staff.

LOCATION - This position is based at High Wycombe. However, planned travel to other sites, contractor or supplier sites will be necessary from time to time in the fulfilment of this role.

HOURS OF WORK - Due to the nature of the post, travel to all First Team and reserve fixtures will be required in accordance with First Team training and fixture schedule and will include evening and weekend work.

SALARY - Dependent upon experience

APPLICATIONS - Applications are being invited by the submission of a current CV, together with current remuneration, via e-mail only to kelly.francis@wwfc.com.

Closing date for applications is 24th November 2019
NO AGENCIES. Only successful applicants will be contacted.

Candidates must prove their eligibility to work in the UK.



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Registered in England and Wales Number: 5132509 VAT Registration Number: 442 4975 35



Job area	Essential	Desirable
Competency/ Experience		
Be physically able to deal with lifting, moving and organising of the equipment	√	
Understands the kit and equipment and needs of a football squad.	√	
Experience of managing and maintaining equipment, effectively managing resources, keeping equipment in good condition, replacing when necessary and replenishing when required.	√	
Previous kit management experience in a professional football club environment	√	
Previous inventory management experience		√
Strong organisational and administrative skills	√	
Excellent communication skills	√	
Accurate timekeeping skills	√	
Skills, Knowledge & Personal Attributes		
Excellent planning and organisational skills, ability to multi-task	√	
Displays a high level of confidentiality	√	
Strong communication skills, verbal, written and listening and ability to apply these in a professional manner	√	
Practical and hands-on – a doer	√	
A valid full driver's licence	√	
IT skills to include the ability to use Excel and Word		
Demonstrates a genuine desire to deliver an excellent service and a willingness to work with others in order to achieve this	√	
Is receptive to feedback about own behaviour, strengths and areas for improvement	√	
Consistent and quality-focused - delivers good quality results in good time	√	
Displays a proactive approach to escalating potential issues of concern	√	
Able to adapt to change quickly and co-operatively and embrace new ideas	√	
Flexible as regards hours worked to support the role and varying works undertaken, sometimes at short notice.	√	
The successful applicant will be expected to travel (including overnights stays) with the team	√	
Loyal and committed	√	
Positive, enthusiastic and able to work on own initiative	√	
Qualifications		
Educated to GCSE level or equivalent.	√	