



Job Description

Job Title	Assistant Kit Person	Contract Type	Part Time / Permanent
Reporting To	Kit Manager	Department	Football Administration
Location	Lostock/University of Bolton Stadium	Responsible for (if manager)	

Role Purpose

A part time opportunity has arisen for an Assistant Kit Person at Bolton Wanderers Football Club.

We are looking to recruit an experienced Assistant Kit Person to join our busy Football Administration team.

Working at our Training Ground at Lostock and the University of Bolton Stadium, you will be part of a team that ensures all kit and other related items are ready for use by the First Team and B Team players and staff.

You will be Reliable, Organised and proactive, dedicated and driven to meet deadlines.

This position will be a maximum of 25 hours per week with availability to work Sunday's and Wednesday's, but will require a flexible approach due to fixtures.

A clean driving licence is essential.

Experience of working in a professional football environment is preferable.

Key responsibilities:

- Be an ambassador of BWFC giving excellent customer service at all times, portraying a professional image throughout each interaction.
- Maintain confidentiality in all dealings.
- Advise appropriate management of any circumstances likely to cause delay, failure or loss of delivery, quality as soon as detected.
- Maintain knowledge of Company policies, procedures and processes.
- All other reasonable duties required as outlined in the job description.
- Perform other duties as required, which are considered relevant to the post and to the objectives of BWFC.



- BWFC seeks to ensure that all children and young people are protected and kept safe from harm while they are with staff and volunteers within Bolton Wanderers activities. Everyone at Bolton Wanderers has a safeguarding responsibility for all work colleagues, fans and any vulnerable adults and children.
- Treat all colleagues as customers ensuring respectful positive outcomes across communications.
- Adhere to and abide by all BWFC policies, procedures and guidelines especially remembering responsibilities to others under Equal Opportunities, Health and Safety, Equality and Diversity
- This post is subject to a DBS disclosure

As an equal opportunities employer, Bolton Wanderers Football Club is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join us.

Declaration

I, Confirm I have read, understood and agreed to this job description, which explains the main duties/responsibilities of my job, but is in no way exhaustive and any other duties relevant to my post may be required as and when.

