



UWANFC (UWA Nedlands Football Club) Position Description – Kit Manager

Overview

Ensuring the delivery of all kit and equipment to all club members. This role is a part time role requiring flexibility in hours worked at certain times of the year.

Responsibilities

1. Annual end of season kit audit.
2. Organisation of kit collection at the end of each season
3. Ordering of all kit ahead of the season.
4. Ordering of all Joey soccer kit.
5. Maintaining a record of all kit ordered and received.
6. Ensure all coaches have appropriate equipment ahead of training and games.
7. Manage pre-season short and sock order.
8. Responding to ad-hoc kit requests.
9. Ensuring merchandise levels are maintained.
10. Keeping a record of all kit held by coaches and managers for club football.
11. Ensuring equipment is maintained across all sites.
12. Maintain first Aid supplies across all sites and teams.
13. Attend planning sessions when required.

Updating key documents

- Maintain kit register
- Provide annual report on stock levels.

Essential Skills and requirements

- Must be very organised.
- An ability to work independently.
- Working With Children Check

Extent of Authority

This role reports to the Administration Manager

Organisational Support

- Operate within and contribute to the vision, goals and objectives of the Club.



- Ensure all correspondence and administration processes are complete and as per the Club's administration systems.
- Respect and value the diversity of the UWANFC community.

Administration		
Responsible Manager:	Review Cycle:	Review Next Due:
UWANFC President	Annual	October 2022
Compliance References:		
UWANFC:	Organisational Policy reference <ul style="list-style-type: none"> • Privacy Act 1988 • Constitution • Strategic Plan • Joey Soccer Program • Member Protection Policy • Code of Conduct • Complaints Policy and Procedure • Refund policy 	
Document Location:		<i>Insert hyperlink</i>
Version:	Decision Reference and Synopsis:	Date Approved:
1.0	Document creation	