



JOB DESCRIPTION: Academy Kit Assistant

Department	Academy
Report to	Academy Operations Manager
Remuneration	£8.91 per hour
Contract / Working Pattern	Casual / Ad-hoc hours
The Role	The Swansea City AFC Academy is seeking a flexible individual to assist with the laundering and organisation of kit.
Core Duties	<ul style="list-style-type: none"> To assist with all player and staff training and match kit To assist in printing player and staff training and match kit in compliance with competition regulations To assist in distributing training and match kit to all Academy players and staff To launder, dry, store and set out training and match kit for u23 and u18 players To launder, dry, store and set out match kit for u16 to u9 players To prepare and set out the dressing rooms ahead of all home and away fixtures To clean and tidy work areas e.g. dressing room, kit room
General	<ul style="list-style-type: none"> Follow all Club Policies, such as Equality & Diversity, Health & Safety, Safeguarding, Anti-Corruption & Bribery and GDPR. Make suggestions to improve the working environment and contribute to positive employee relations within your area of work and Swansea City Football Club as a whole. To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work. To comply with all aspects of the Swansea City Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health & Safety. Ensure effective communication within your work team and across Swansea City whilst actively offering support and guidance as necessary.
Person Specification	
Essential	<ul style="list-style-type: none"> Highly organised and accountable – establishing and maintaining systems for the management of resources, equipment, uniform and stock IT skills – confident in using MS Office Detail orientated The ability to work independently to set timescales and goals Ability to manage multiple tasks

Please note this role will require an Enhanced DBS Check



The closing date for this vacancy will be **Sunday 13th March 2022.**

If you believe you have the right mix of skills for this position, please complete the Application Form available [here](#)

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role. We are particularly encouraging applications from women, disabled people and Black, Asian and Minority Ethnic (BAME) individuals who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children). Appropriate references are also required.

Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview