



## Role Description: Kit Manager

To manage the club kit catalogue, the order process and distribution of the club kit for members.

<b>Responsible to:</b>	<ul style="list-style-type: none"> <li>• Secretary</li> <li>• Committee</li> </ul>	<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>• Volunteers</li> </ul>
<b>Main Duties</b>		<b>Skills Required</b>	
<ul style="list-style-type: none"> <li>• To provide a contact point for all club members.</li> <li>• The job requires the holder to be responsible for recording, ordering, distributing, collecting, and arranging payment via the Club Treasurer.</li> <li>• There is also a need to store club stock and to be accountable for this stock.</li> <li>• To assist the treasure in approving invoices required for payment.</li> <li>• To provide club members with 'a good deal' on club kit and therefore, challenge suppliers on their prices in order to get the best possible discounts.</li> <li>• To push suppliers to simplify the ordering process by providing a web based ordering process with an appropriate authority process</li> </ul>		<ul style="list-style-type: none"> <li>• Good management skills.</li> <li>• Good negotiation skills.</li> <li>• Approachable and friendly.</li> <li>• Good listener and effective communicator and forceful by nature.</li> <li>• Confident with good leadership skills.</li> <li>• Great organisational skills.</li> <li>• Fair IT skills.</li> <li>• Able to delegate effectively.</li> <li>• Enthusiastic and a good motivator.</li> <li>• Knowledge of Data Protection Act.</li> </ul>	

### The Commitment we are looking for

Attendance at monthly Managers / Committee meetings in Doddingtonhurst Village Hall.

Actively comply with:

- The Club Constitution
- Club Recruitment Policy
- Child Protection Policy
- Safeguarding Children Policy
- Equality Policy.

Review of the *Annual Review* and alignment of development plans to The Club vision and mission in accordance with The Constitution and associated policies.

The 'term of office' is one year and reviewed at the AGM. Commencing on appointment in accordance with The Club Recruitment Policy and subject to appropriate passing of a trial period (if applicable) and achievement of qualifications and successful CRB check.



## **Our Commitment to you**

The Club secretary, The Committee, Treasurer and Training and Development Officer will provide assistance as necessary.

We will provide access to appropriate training courses to assist in the execution of duties.

We pay your expenses in accordance with our expense policy

## **Other Resources Available**

<http://teamer.net> assists in team management and organisation. Teamer provides a free SMS text service making it simple to advise players and coaches of events, it is a secure and free solution and is a major benefit to club organisation and communication with players.”

The **runningsports** website ([www.runningsports.org](http://www.runningsports.org)) has useful resources including Quick Guides, Top Tips, and information on available training including workshops and workbooks.

Also check out the following web sites for other available resources:

Sport Coach UK	<a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>	Skills Active	<a href="http://www.skillsactive.com">www.skillsactive.com</a>
Child Protection Unit	<a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>	CRB	<a href="http://www.crb.gov.uk">www.crb.gov.uk</a>
Club Mark	<a href="http://www.clubmark.org.uk">www.clubmark.org.uk</a>		