



Job Title	Academy Driver and Kit-person	Reports to	Academy Manager and Head of Operations
Based at	Christopher Park Training Ground, Wigan		
Department	Academy		
Job Purpose			
To manage and organise the academy training wear and equipment on a daily basis ensuring that all match-day kits are prepared for game day in addition to driving academy players to training sessions as required.			
Jobs reporting into the job holder		N/A	
Key responsibilities and duties			
<ul style="list-style-type: none"> • To work in the laundry room; this will involve washing, drying, folding and putting away kits from training and matches. This is to be done to a high standard as required by the club • Ensure that all Academy squad and staff kits are prepared for training, communicating effectively with the coaches and staff about their needs for training each day • Ensure that all equipment is correctly accounted for, stored and maintained reporting any issues or requirements to Head of Operations • Maintain high standards of work, keeping the department clean, neat, tidy and organised • Ensure that all match kits and training kits are correctly numbered • Assist the Head of Operations to ensure that adequate kit and equipment is ordered and available to meet the needs of the Academy • Facilitate collection of Academy players on a preplanned route ensuring they reach site safely complying with safeguarding protocols at all times • Match day co-ordinator for U18s home games 			
Safeguarding			
<ul style="list-style-type: none"> • Wigan Athletic Football Club is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. This post requires a Enhanced Criminal Records Check and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore all convictions including spent convictions that have not been subject to filtering by the DBS should be declared 			
Health and Safety			
<ul style="list-style-type: none"> • Fully endorse, demonstrate and carry out the company health and safety policy • Comply with all Company policies and statutory regulations • Have a full knowledge of procedures for evacuation with regard to fire 			
General			
<ul style="list-style-type: none"> • Cooperate fully with colleagues and be flexible when assisting them in response to business needs of the company • Act to protect all young people and vulnerable adults that are in their care or attending the company's premises. The employee must report any misconduct or suspected misconduct to the Head of Safeguarding • Ensure a positive commitment towards equality and diversity by treating others fairly and not 			

committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees and customers

- The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the company

Person Specification		
	Essential Requirements	Desirable Requirements
Qualifications	<ul style="list-style-type: none"> • Hold a Category D1 or PSV Category D licence 	
Experience	<ul style="list-style-type: none"> • Experience of working in team environment • Successful experience working with children and young adults ideally in a sporting environment. • Experience of the transportation of members of the public/ large groups of people 	<ul style="list-style-type: none"> • Previous experience within a similar role ideally in a professional sport environment • Experience of stock management
Knowledge & Skills	<ul style="list-style-type: none"> • Strong communication skills • Knowledge of Highway and Minibus regulations • Ability to safeguard children and ensure their safety • Ability to arrange and follow schedules and procedures • Excellent timekeeping skills • Ability to work on own and as part of a team to deliver what is required 	
Personal Qualities	<ul style="list-style-type: none"> • Hard working, organised, responsible, conscientious and meticulous • Committed to continuing professional development • Flexible to meet the needs of the business 	

I confirm that I have read and agreed to this job description outlining the main duties of my role.

Job Holder:

Signed:

Date: