

JOB DESCRIPTION



Job Title:	Kit and Equipment Store Manager
Department:	Irish FA
Reporting to:	Technical Director
Role family:	Professional
Salary:	£30-£40k per annum
Hours of work:	35 Hours per week. This is a full-time role which will require regular unsociable hours and extensive national and international travel
Duration:	Permanent

PURPOSE OF THE JOB:

Responsible for the ordering, management, co-ordination, and safe storage of kit and equipment across the Irish Football Association and Irish FA Foundation, and to ensure that our international football team's needs are met, both home and away.

MAIN DUTIES AND RESPONSIBILITIES:

1. Organise and maintain the Irish FA's kit and equipment store and ensure it is maintained in a neat and orderly state.
2. Liaise and communicate with each department across the Irish FA and Irish FA Foundation, to order stock and ensure kit and equipment needs / requirements are met.
3. Create an efficient system to monitor, track, and manage inventory.
4. Conduct regular audits to ensure sufficient stock and prioritise departments based on footballing needs.
5. Work with external stakeholders, such as major kit supplier and sponsors to ensure needs of all parties are met.
6. Work to ensure all kit and equipment needs fall within set budget and communicate any necessary overspend to the Finance Department as early as possible.
7. Ensure all kit and equipment for international teams is prepared and presented correctly for international fixtures and training.

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8. Ensure kit and equipment for the Irish FA/JD Academy and wider talent programmes is prepared and presented correctly for training and fixtures.
9. Manage and organise kit and equipment for Irish FA referees.
10. Manage and coordinate a pool of part time and casual kit personnel to work across our international teams and ensure they are fully prepared to enable them to work to the necessary high standard expected within an elite performance environment.
11. Assist the Sports Science and Medical teams with storage and inventory management.
12. Travel with and support international teams during camps, both home and away where necessary.
13. Help create and manage an Irish FA / Irish FA Foundation 'style guide' for staff suitable for their respective departments.
14. Work collaboratively with all other Irish FA departments.
15. Extensive national and international travel may be required with antisocial working hours.
16. Proactively participate in training and development opportunities, staff performance appraisals and reviews as required.
17. Comply with Data Protection Policy with regard to safeguarding sensitive customer information at all times.
18. Adhere to and perform the job in line with all company policies, procedures, processes and working practices, including adhering to best practice.
19. Proactively support the on-going development of the department and the Irish FA through contributing and adhering to quality management developments.
20. Complete other duties appropriate to the role as directed by the Technical Director

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the business.

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PERSONNEL SPECIFICATION – Kit & Equipment Store Manager

Criteria	Essential:	Desirable:
1. Education & qualification	1.1 5 GCSEs (or equivalent) including English and Maths.	1.2 Manual handling training.
2. Experience	2.1 Proven experience in stock control or inventory management. 2.2 Experience managing equipment, kit, or uniforms in a sporting or similar environment. 2.3 Previous experience managing a budget. 2.4 Previous experience in an elite/professional sporting environment.	2.5 Experience of line managing staff.
3. Skills, knowledge & competencies	3.1 Excellent communication skills both written and oral form. 3.2 Strong organisational and time management skills. 3.3 Good attention to detail and record keeping. 3.4 Ability to manage kit and equipment orders, distribution, and returns. 3.5 Understanding of basic health and safety practices, including safe storage. 3.6 Ability to build effective working relationships with coaches, players and staff.	3.7 Familiarity with stock management systems/software.
4. Personal deposition	4.1 Proactive team player with the ability to work on own initiative and handle pressurised/stressful situations. 4.2 Flexible and adaptable approach with the ability to work unsociable hours and travel nationally and internationally. 4.3 Ensure high standards are maintained at all times.	
5. Other requirements (5.4 & 5.5 post job offer)	5.1 Proof of eligibility to work in the UK. 5.2 Have a valid passport allowing unrestricted international travel. 5.3 Have a full, clean driving licence and access to a car for business use to meet the full requirements of the post.	

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| | <p>5.4 Completion of a medical questionnaire demonstrating the ability to fulfil the Occupational Health requirements for the post and flag any reasonable adjustment required.</p> <p>5.5 Two satisfactory employment references, one of whom should ideally be the current/most recent employer.</p> | |
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ADDITIONAL INFORMATION

Closing date: The closing date for the receipt of completed application is 10am on Wednesday 30th April 2025. Applications received after the closing date and time will not be considered.

Shortlisting: Only those applications which clearly demonstrate the requirements set out in the personnel specification will be shortlisted. Please note that the Association reserves the right to implement all or some of the desirable criteria in addition to the essential criteria for shortlisting purposes.

Offer of employment: Please note any offer of employment is subject to the receipt of two satisfactory employment references, proof of eligibility to work in the UK and proof of any required qualifications.

Reserve list: A reserve list of suitable candidates may be maintained for the purpose of any similar vacancies (temporary or permanent) that may arise within twelve months of the completion of the recruitment exercise.

The Irish Football Association is an equal opportunities employer and welcomes applications from all sections of the community. However, as women are currently under-represented in our workforce, we would particularly welcome applications from women. All appointments will be made on the basis of merit.

Approved: April 2025

