 

**Hertfordshire Rugby Football Union**

**Hertfordshire Rugby Football Union’s Purpose is  
“To help our clubs and schools provide and grow enjoyable fully inclusive opportunities in rugby in Hertfordshire”**

Representative Squads – Equipment Manager Vacancy

Representative rugby is a key development and marketing tool for rugby in Hertfordshire. Well turned out teams ensure that both players and supporters are proud of representing the CB against other teams. The role of the equipment manager is to ensure that all Hertfordshire representative teams have smart kit that is fit for purpose and gives them the best chance to perform as well as they can.

The Equipment Manager will report directly to the Herts Rugby Director of Rugby (Men’s Playing and Male Youth Development) but will also have accountabilities to the Women and Girls Director and, financially, to the Treasurer for budget reporting.

Key stakeholders to be engaged are: the Hertfordshire representative team managers, coaches and support team volunteers.

Additional Stakeholders are: the players, their families, the CB Executive, and supporters attending matches.

About the Job:

The voluntary position provides an excellent opportunity for demonstrating good organisational skills, good networking skills and sound audit and quality control aligned to delivering a value-for-money service within the agreed budget constraints.

Specific role aspects include:

1. Working with the CB kit supplier to audit current playing stocks and maintain records of current holdings.
2. In consultation with team managers and coaches, agree a booking system for kit and equipment to ensure there is a clear audit trail for supply and return of kit.
3. Ensure kit issued is sufficient for team needs, in good condition and fit for purpose.
4. When kit is returned after use, check for any missing items, review all items for damage or wear, and take steps to recover the kit to fully usable status.
5. Work with team managers to develop a playing calendar with agreed dates for delivery of kit for matches and agreed processes for cleaning between matches in a programme and return after use.
6. Report on budget impacts of kit maintenance to the Treasurer and CB Executive quarterly, giving advice on replacement needs after all annual playing programmes are completed.
7. Liaise with the CB kit supplier to ensure positive relationships are maintained and kit is retained and supplied in a value-for-money and equitable way.
8. In consultation with the kit supplier, prepare quotations for the CB Executive on equipment needs and, if required, enhancements to the kit provision to enhance player welfare, safety or development.

About You:

* Organised and proactive person who has a passion for rugby and player development.
* Able to manage budgets and report on spend against budget.
* Good people skills to maintain good networks with all key stakeholders.
* Possesses a current driving licence and if risk assessed as necessary for the role a valid enhanced DBS disclosure certificate

Closing date for applications is \*\*\*\*\*\*\*\*.

Please email your application with a brief cover letter and your rugby CV to [admin@hertsrugby.co.uk](mailto:admin@hertsrugby.co.uk)

For further information or to arrange an informal discussion with an appropriate person, please contact [admin@hertsrugby.co.uk](mailto:admin@hertsrugby.co.uk) .