



Blaydon Harrier and Athletics Club

Kit Coordinator Role Outline

Responsible to

Committee

Role purpose

To manage the club's kit provision, liaising with suppliers, identifying new items, and ensuring members have access to high-quality, appropriate kit that reflects the Club's identity.

Responsibilities

- Liaise with the club's kit supplier to manage orders, stock, and delivery timelines
- Identify and propose new items of kit based on member feedback and club needs
- Ensure kit designs align with the club's branding and values
- Maintain an up-to-date list of available kit items and pricing
- Respond to member enquiries about kit availability, sizing, and ordering
- Promote kit availability through the club's communication channels
- Monitor stock levels and recommend restocking as needed
- Report regularly to the committee on kit matters
- Plan for handover or succession of the role
- Declare and manage any personal conflicts of interest

Key skills or qualifications

The key skills and qualifications listed are not essential requirements but are intended as a helpful guide to assess your suitability for the role, support and guidance will be provided. We work together as a team.

- Organised and reliable
- Good communication and negotiation skills
- Basic understanding of branding and design
- Comfortable using online ordering systems or spreadsheets

Essential resources

- Club kit supplier contact details and ordering platform
- Club branding guidelines

Key contacts

- Club kit supplier
- [England Athletics Club Support Manager](#)