

The Leicestershire College

Job Description

1. Job Details

Job Title:	NFL Academy Equipment Coordinator (Sessional)
Department:	Elite Sport
Reporting To:	Director of NFL Academy
Competency Level:	Business Support 2
Hay Grade:	G2
Salary:	£14.84 Per Hour
Date of Job Evaluation:	TBC
Date:	August 2026

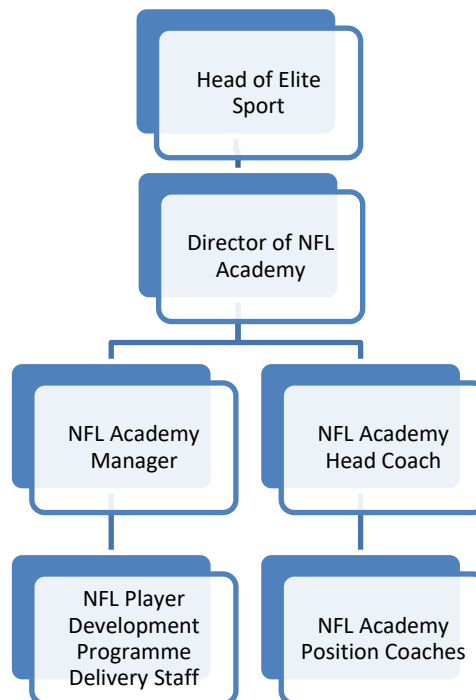
2. Job Purpose

To act as the NFL Academy Equipment Coordinator with the primary role of ensuring the effective organisation, distribution and maintenance of the NFL Academy equipment and clothing.

3. Dimensions

Not Applicable

4. Organisation chart



Name:	Job Description Template -TLC	Owner:	HR
Document Reference:	HR-TT-078	Last Review:	Aug 2025
Version:	1.0	Next Review:	Aug 2027

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5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- Maintenance of and safe storage of equipment on site and at the practice field
- Effective and tidy storage of uniforms and day to day NFL Academy clothing
- Maintenance of equipment inventories on site and at the practice field
- Distribution of Gameday/scrimmage uniforms, including packing and inventories of kit for international travel
- Distribution of NFL Academy day-to-day uniform
- Collection and laundering of towels, practice jerseys and game day uniforms
- Cleaning and maintenance of the NFL Academy practice field and on site stores
- Cleaning and maintenance NFL Academy pads and helmet
- Identify new/replacement equipment requirements
- Home game-day support with both player and on-field equipment
- Transportation of NFL Academy players using the minibus when required
- General administrative duties and operations support related to the tasks above

Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
Provide high quality maintenance of the NFL Academy store rooms.	All equipment is easily accessible, neat and tidy and store rooms comply with health and safety requirements.
Produce on-line inventories of all NFL Academy equipment.	Equipment needs are easily identifiable and stock re-ordering is a timely and accurate.
Clean equipment and storage areas.	Player equipment and storage areas comply to health and safety standards and players day to day needs are met.
Preparation of kit bags for game days.	International and home game-day uniform and equipment needs meet the requirements of all team members and staff.
Assist with the day to day operations of the NFL Academy.	Excellence across all areas of Academy Operations.

8. Key Working Relationships and Communications

Internal: NFL Academy Director of Operations, Head Coach, NFL Academy player

External: Partners, NFL, parents.

9. Scope for Impact

Not Applicable

10. Competency Profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Own actions and behaviours are inspiring and engage others considering the FREDIE values. Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter.	Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Manages own health, safety and wellbeing; complies with College policies. Monitors own behaviours, actions and words. Demonstrates self-awareness; manages own reactions; builds good relationships.
Delivering Excellent Quality	
Anticipates customer needs; prevents poor service; delivers consistently high quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge. Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
2.	Possess a Driving License	•		Application/ Certificates
3.	Minibus driving license/willingness to undertake the training to do so	•		Application/ Certificates
EXPERIENCE				
4.	Experience of organising and maintaining equipment		•	Application/ Interview
5.	Experience of supporting team logistics	•		Application/ Interview
6.	Experience of American Football equipment needs		•	Interview
7.	Experience of working as part of a team	•		Application/ Interview
8.	Experience of maintaining accurate records and inventory maintenance		•	Interview
SKILLS & KNOWLEDGE				
9.	Knowledge of American Football equipment maintenance needs		•	Interview
10.	Excellent interpersonal skills, with the ability to build rapport and effective relationships	•		Interview
11.	Work flexibly and to deadlines	•		Interview
12.	The ability to drive is essential for this role	•		Interview
13.	Excellent planning, coordination and organisational skills	•		Interview
14.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
15.	Work effectively with colleagues as part of team	•		Interview
16.	Take pride in the maintenance of accurate records	•		Interview
17.	Comply with professional standards at work including health and safety compliance	•		Interview
18.	Show commitment to the improvement and maintenance of standards	•		Interview
19.	Promote the College's equal opportunities policy and practices	•		Interview
20.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in August 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
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