PANSW Uniform Officer Job Description

POSITION: NSW polocrosse Uniform Officer

JOB TYPE: Manage all aspects of NSW Uniforms and Merchandise

PURPOSE OF THE POSITION:

To provide playing and formal uniforms for all NSW teams, including coaches and managers, representing NSW. Representative teams include National level, various shows, overseas and interstate tours.

DUTIES/RESPONSIBILITIES:

Ensure there are enough uniforms for state teams throughout the year for NSW representation.

Requires liaison with managers for the correct name of events and what numbers and sizes the players will need to compete.

Posting uniforms to managers in time for event.

Ensuring accurate sponsors name and logo's on the playing shirts in line with sponsorship protocols.

Forward planning for playing shirts, formal uniforms and merchandise as delivery time can lengthy, eg up to 6 months from China.

Approval and quality control of embroider and other suppliers of uniforms.

Manage and monitor financial issues, to ensure player payment as orders are placed. Position requires frequent monitoring and communication with team managers.

SKILLS and REQUIREMENTS:

Good management and communication skills. Liaison with team managers often requires frequent follow up.

Establish and maintain good relationships with range of suppliers including for embroidery, range of merchandise and screen printing.

Negotiation skills to gain a balance between cost, quality, proximity and timely delivery. Note: this position determines which suppliers are used.

Access to internet, including online banking, ensure adequate data allowance.

Capacity to store all stock in appropriate conditions, clean and dry (in order of 50 boxes).

Vehicle which allows pick up / delivery of stock.

PERFORMANCE GOALS:

Ensure NSW teams and supporting members are well presented and appropriate for all competitions and age divisions.

Design and recommend new uniforms and merchandise as required / considered appropriate.

Provide quality control / quality assurance role

NSW looks 'smart' and achieves consistency in presentation across teams and divisions.

Enhance financial and stock control systems where appropriate.