



ROLE DESCRIPTION

Role	Equipment Officer
About	The Equipment Officer is responsible for the management, maintenance, distribution, and storage of the Club's cricket equipment, ensuring all equipment is safe, fit for purpose, and available when required
Key Roles & Responsibilities	<ul style="list-style-type: none"> • Maintain an accurate and up-to-date Club equipment register. • Conduct pre-season audits of equipment to identify repair or replacement needs. • Ensure equipment meets safety and operational standards. • Arrange repair, disposal, or replacement of damaged or outdated equipment. • Coordinate purchase and delivery of approved equipment with suppliers. • Distribute equipment to coaches, managers, scorers, and first aid officers as required. • Monitor equipment usage and condition throughout the season. • Coordinate collection and storage of equipment at season end. • Advise the Committee on future equipment requirements for budgeting purposes
Desired Skills, Attributes & Knowledge	<ul style="list-style-type: none"> • Strong organisational and record-keeping skills. • Practical understanding of cricket equipment requirements. • Ability to manage inventory and logistics effectively. • Good interpersonal and communication skills. • Basic understanding of equipment safety and risk management. • Holds, or is willing to obtain, a current Working with Children Check
End Of Year Hand Over	<ul style="list-style-type: none"> • Provide updated equipment register, supplier list, and storage details. • Transfer keys, access arrangements, and equipment documentation. • Support induction of the incoming Equipment Officer.