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| **Role** | **Equipment Officer** |
| **Role purpose** | Manage the clubs assets to a safe standard, and ensure items are securely stored. |
| **Responsible to** | Club committee through the chairperson |
| **Duties** | 1. Audit the club assets and maintain a full stock inventory. 2. Aligned to the clubs aims and aspirations, make recommendations to the Committee regarding the disposal, sale and purchase of equipment. 3. Manage the club equipment loan system. Reviewing the club policy on the system regularly. 4. Liaise with the treasurer regarding payments for equipment loans. 5. Carry out periodic checks to ensure the equipment is safe to use and fit for purpose. 6. Organise the supply and purchase of spare parts. 7. Organise repairs and renewals on the club fleet and associated kit. 8. Develop a maintenance schedule for all club equipment. 9. Take responsibility for the Containers, looking after their fabric maintenance etc. 10. Help with the transportation of club equipment to events from time to time. 11. Provide regular updates as necessary to the club committee. 12. Develop an asset replacement policy |
| **Qualities** | Good knowledge of the types of equipment used for all paddle sports, and how they are best stored, maintained and repaired.  Practical approach to problem solving  Able to keep records  Capable of undertaking small maintenance jobs  Good organisational and interpersonal skills |