



NTU Sport

Job Advert

Job Title:

Equipment and Safety Officer

Main Responsibilities

- Produce an annual equipment inventory & submit this document to the SDO by the deadline provided
- Store & maintain all equipment in accordance with manufacturers & governing body guidelines
- Keep accurate & up to date safety records of regular equipment checks in the club Logbook
- Ensure that all equipment issued for an activity is safe for use
- Ensure that club equipment is not used for unofficial trips
- Arrange for the repair & disposal of unsafe equipment in consultation with the SDO
- Arrange, in conjunction with the SDO & Treasurer, for the purchase & replacement of items of capital equipment
- Have an understanding of the NTU support and well-being services available to club members and how to signpost members to them **where necessary**.

Competencies

- Customer focus, Making informed decisions, Organisation & delivery