



Be part of our family  
engaged, inspired, achieving its potential



# Business Operations Administrator

12 months Fixed Term

Full time 37.5 hours per week

Salary Band Level 5: £17,550 to £19,999

The Albion Foundation is the charity partner of West Bromwich Albion Football Club. Our vision is to create a Proud Albion Family, Engaged, Inspired & Achieving its Potential. An exciting opportunity has arisen for a Business Operations Administrator to join our team.

You will have experience of working within a busy administrative position providing support to the wider organisation and have an intermediate level understanding and use of Microsoft's suite of applications. Experience of using financial, CRM and data systems (such as Participant UK/IEWS/Opera) would be advantageous.

You should be a self-starter and be keen to take on new challenges, be proactive in your approach to taking on tasks in a timely and accurate manner.

We are looking for someone with excellent interpersonal skills that can demonstrate passion, commitment and have a focus on personal development to supplement the Foundations core values of Going Above & Beyond, Finding a Better Way, Inspiring to Achieve and Showing Integrity.

## AS BUSINESS OPERATIONS ADMINISTRATOR YOU WILL BE RESPONSIBLE FOR [\(CLICK HERE FOR FULL DESCRIPTION\)](#) :

- Responsible for the set-up, configuration and monitoring of sessions/event registrations using the Participant UK booking system.
- Support with the administration of general operations including HR, Facilities Management, Quality Assurance, Risk Management, Health and Safety.
- Support the Media & Marketing, Impact & Performance, Finance, Fundraising & Events teams as part of the Business Operations dept.
- Maintain updates to the Foundation's internal Microsoft Sharepoint site, policies & procedures
- Provide administration support to the Foundation's delivery functions (Wellbeing, Behaviour Change and Active lifestyles).

## OUR GOALS

WE WILL DELIVER

MAKE A DIFFERENCE TO

OVER THE NEXT

# 10

MILLION HOURS

# 100

THOUSAND LIVES

# 10

YEARS



The Albion Foundation is committed to safeguarding and promoting the welfare of children, young people and adults at risk, therefore expect all staff and volunteers to share this commitment. Successful applicants will need to undertake an enhanced DBS disclosure.

To learn more about what we do please follow the links below:

["A Godsend to participants"](#)

["You gave us our Son back"](#)

["I'll be forever in their debt"](#)

Should you require further details about this vacancy or The Albion Foundation, please contact us via [hr@albionfoundation.co.uk](mailto:hr@albionfoundation.co.uk) or alternatively call 0871 271 9840.

Further information is available on our website at: [www.wba.co.uk/albion-foundation](http://www.wba.co.uk/albion-foundation)



*Be part of our family*



## OUR PILLARS TO PROGRESS

PEOPLE	PLACE	PROMOTION	PROJECTS	POUNDS & PENCE	PARTNERSHIPS
					
One team, one culture	Find a home	Simplify our message	Be the best and prove it	Control our destiny	One club, one foundation
We are one team with one culture	Together in a home that we're proud of	People know about us, get us and love us	Focussed, do it brilliantly and can prove it	Financially viable regardless of what happens on the pitch	Valued & integral part of the club

### HOW TO APPLY



To apply for this role please **download** and complete the application form and submit with a CV and covering letter.

Closing date Thursday 26<sup>th</sup> August 2021

Interviews are scheduled between Wednesday 1<sup>st</sup> - Friday 3<sup>rd</sup> September and this will include a task assessment.

For further information about the Albion Foundation, please visit [www.wba.co.uk/albion-foundation](http://www.wba.co.uk/albion-foundation)