



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

## Events Co-ordinator

12 Month Fixed Term Contract

Full-time 37.5 hours per week

Salary Band Level 4 - £21,000 - £24,999

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. We have an exciting opportunity to join our Events teams to help raise funds to help us continue to make a positive difference within the local community.

We are seeking to appoint an Events Co-ordinator to work within our Partnerships & Events team to deliver a wide range of events and fundraising initiatives.

### AS AN EVENTS CO-ORDINATOR YOU WILL:

- Lead on the delivery of events from the Events Fundraising Calendar
- Provide administrative support to the Fundraising & Events team
- Carry out duties to include event bookings, processing payments
- Support the Head of Department to create and manage the events calendar
- Support the department on matchdays as required
- Working with the Media team to create promotional literature such as letters, flyers, reports, and brochures
- Undertake any other responsibilities as directed by the Director of The Albion Foundation or the Head of Department that will include an ad-hoc requirement to support events out of hours.
- To ensure all events are run in accordance with the safeguarding requirements of the Foundation



## OUR CORE VALUES



SHOW INTEGRITY



GO ABOVE & BEYOND



FIND A BETTER WAY



INSPIRE TO ACHIEVE

We use the power of WBA FC to deliver excellence in

W



WELLBEING

B



BEHAVIOUR CHANGE

A



ACTIVE LIFESTYLES

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

["How well do you know The Albion Foundation"](#)

["Welcome to another fabulous evening"](#)

["Thank you all very much for travelling in, and supporting The Albion Foundation"](#)

This post is subject to an Enhanced DBS check.

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)



## OUR PILLARS TO PROGRESS

PEOPLE	PLACE	PROMOTION	PROJECTS	POUNDS & PENCE	PARTNERSHIPS
					
One team, one culture	Find a home	Simplify our message	Be our best and prove it	Control our destiny	One family
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 and integral part of the community



*Be part of our family*

### 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 Tuesday 2<sup>nd</sup> August 2022.

Interviews are scheduled for Thursday 4<sup>th</sup> & Friday 5<sup>th</sup> August and will include a formal interview.

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