

Events Co-ordinator

12 Month Fixed Term Contract

Full-time 37.5 hours per week

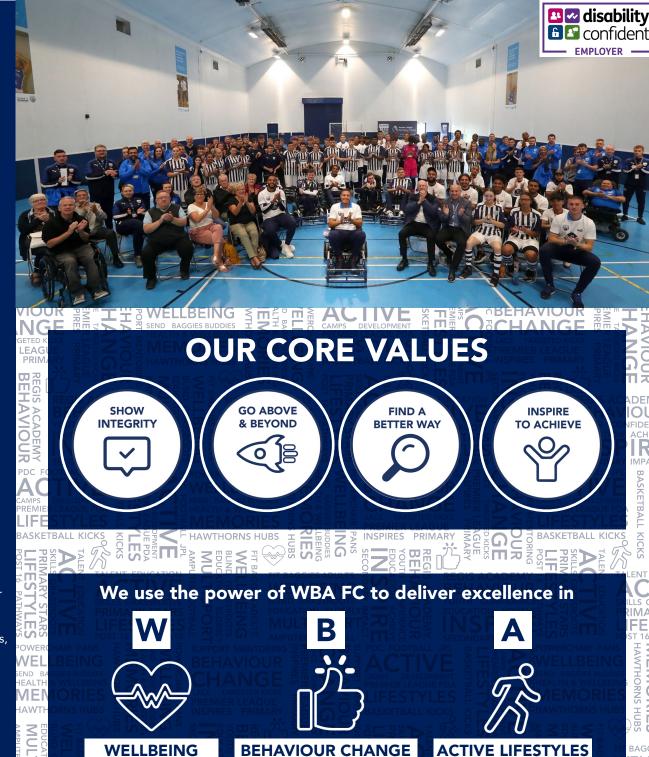
Salary Band Level 4 - £21,000 - £24,999

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



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 or alternatively call 0871 271 9840.

Further information is available on our website at: www.wba.co.uk/albion-foundation





OUR PILLARS TO PROGRESS

PEOPLE



One team, one culture

We are one team with one culture PLACE



Find a home

Together in a home that we're proud of **PROMOTION**



Simplify our message

People know about us, get us and love us

PROJECTS



Be our best and prove it

Focussed, do it brilliantly and can prove it

POUNDS & PENCE



Control our destiny

Financially viable regardless of what happens on the pitch

PARTNERSHIPS



One

family

Valued and integral part of the community

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 2nd August 2022.

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

For further information about the Albion Foundation, please visit www.wba.co.uk/albion-foundation