



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

# Football Development Coordinator

12 Month Fixed-Term Contract

Full-time 37.5 hours per week

Salary Band - £25,000 - £28,999

The Albion Foundation is the official charity partner of West Bromwich Albion Football Club. A proud Albion Family, Engaged, Inspired and Achieving its Potential. Making a measurable difference in our local community.

The Albion Foundation appreciates that its greatest asset are its staff.

The primary focus of this role is to oversee and manage the Football Development programme, ensuring the achievement of specified objectives (OKR's) outlined by the Football Development Manager.

This involves coordinating staff, organising events, and maintaining program quality to align with objectives.

Additionally, supporting the delivery of various football activities and the overall football pathway falls under the responsibilities of this position within the Active Lifestyles department.

This person will play a key role in the Foundation's vision of creating a proud Albion Family, engaged, inspired, and reaching its potential. Making a measurable difference in the Local Community.

## AS THE FOOTBALL DEVELOPMENT COORDINATOR YOU WILL:

- Support with the delivery and coordination of Football Camps/Match Day Packages/Pre-Academy/PDC/PDA, Post 16 programmes, Football Development projects and some of the WBA One offer in line Albion Foundation's high-quality standards and framework.
- Have excellent communication with parents, carers and key partners across the Football Development projects that we run.
- Be able develop a robust set of OKR's in line with the football development manager, including financial, quality assurance and line management targets.
- Effectively line manage or mentor members of the team and quality assure delivery in line with the TAF protocols or expectations.
- Contribute to ensuring all provision is delivered in a safe environment and all safeguarding and first aid regulations are adhered by reporting issues to the session lead. All safety plans that are necessary are pre-planned.
- Assist the completion of the necessary monitoring requirements including attendance registers and participant.

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](#)



## OUR VALUES

SHOW INTEGRITY

FIND A BETTER WAY

INSPIRE TO ACHIEVE

GO ABOVE & BEYOND

We use the power of WBA FC to deliver excellence in



WELLBEING

BEHAVIOUR CHANGE

ACTIVE LIFESTYLE

## Learn more about The Foundation

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

▶ Be part of our FAMILY

▶ Lawson's Story

## Be Part of our Family

88%

said this was a great place to work

100%

said the professionalism of their line manager was very good

83%

said the environment was comfortable and safe

Staff Survey 2022 Results

Diversity is important to us; Growing, Maintaining and Promoting a diverse team is a top priority for us. We encourage applications from a diverse range of suitably qualified candidates.

## 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: Friday, May 3, 2024

Interviews will be scheduled for dates that suit applicants and The Albion Foundation.



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