



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

Technical Platforms Administrator (Maternity Cover)

Temporary, Maternity Cover

Full-time 37.5 hours per week

Salary Band: £22,500 - £24,999

The Albion Foundation is the charitable arm of West Bromwich Albion Football Club, dedicated to using the power of football, sport and education to positively impact the local community.

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

We are seeking an experienced, motivated and skilled Technical Platforms Administrator to provide maternity cover in a full-time capacity. The role is pivotal in ensuring smooth operation of the Foundations digital platforms and IT systems, supporting both our staff, customers and programme delivery.

This role would suit someone with strong technical skills who can manage multiple platforms, troubleshoot issues, and assist with system improvements, whilst managing day-to-day operational tasks.

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 TECHNICAL PLATFORMS ADMINISTRATOR YOU WILL:

- Line manage the Technical Platforms Administrator within the Back Office team and support the wider team in ensuring the internal communication platforms such as SharePoint, are up to date and all staff are fully informed. Work with the wider team to support the set up and maintenance of these platforms.
- Oversee and maintain the Foundation's technical platforms, including Participant UK, SharePoint, Salesforce and other digital resources.
- Deliver day-to-day back-office tasks to a high standard, including answering phone calls and dealing with staff requests.
- Provide technical support to the Admin & Office Co-ordinator and staff to ensure all personnel files are up to date on the on-line systems and assist with administration tasks.
- Ensure that all digital systems comply with data protection regulations and maintain high security standards to protect sensitive information.
- Provide training and create documentation for staff to ensure they are confident using technical platforms effectively and efficiently.

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](#)



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



Learn more about The Foundation

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



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: Monday, December 2, 2024

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



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