



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

Events and Fundraising Co-ordinator

12 Month Fixed Term Contract

Full-time - 37.5 hours per week

(You will be required to work outside of normal office hours, at evenings and weekends)

Salary Band - £26,000 - £27,999

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.

As an Events and Fundraising Co-ordinator, you will be working as part of a team developing and delivering a wide range of events and fundraising initiatives to help raise funds for The Albion Foundation.

You will be responsible for the event management and administration of selected events, whilst leading on fundraising activations

AS A EVENTS & FUNDRAISING CO-ORDINATOR YOU WILL:

- Take the lead in organising and delivering selected events.
- Provide administrative support to the Fundraising & Events team.
- Assist the Deputy Director in planning and managing the events calendar
- Support the department during selected matchdays.
- Oversee event bookings using the Participant UK platform.
- Monitor and track donations via SumUp, Enthuse, and JustGiving.
- Collaborate with the Media team to create promotional materials for events and fundraising initiatives.
- Identify, assess, and develop fundraising opportunities.
- Manage event project plans and budgets.
- Support and lead various fundraising events and activations.
- Be available for work during unsociable hours, including evenings and weekends.
- Ensure all events comply with the Foundation's safeguarding requirements.

Should you require further details about this vacancy or The Albion Foundation, please contact us via hr@albionfoundation.co.uk or alternatively call 07946 482 727.

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:



FOUNDATION OVERVIEW
DEC '24 - FEB '25



EFL Community Club of the Season

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, April 18, 2025

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



Be part of our family