

Events and Fundraising Co-Ordinator – Job Description

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 the heart of our community.

We Care About Making a Difference.

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

Job Title:	Events and Fundraising Co-Ordinator
Reports to:	Deputy Director
Contract term:	Fixed term contract, 37.5 hours. You will be required to work outside of normal office hours, at evenings and weekends
Department:	Events & Partnerships
Salary:	£26,000 - £27,999

Job purpose:

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.

The Events and Fundraising Coordinator 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.
- Carry out additional responsibilities as assigned by the Deputy Director of The Albion Foundation
- 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.
- Adhere to safeguarding regulations, reporting any concerns or incidents to the designated safeguarding lead.

For all Albion Foundation staff

- Promote a positive and professional image at all times including appearance and punctuality.
- Have an understanding of the Albion Foundation departments and projects and encourage additional participation.
- Attend performance reviews, staff meetings and training as requested.
- Any other duties deemed appropriate by line manager or equivalent.

The Albion Foundation

Events and Fundraising Co- Ordinator – Person Specification

Education & Qualifications	Essential	Desirable	Measured
Degree/A Levels or equivalent		✓	Application
5 GCSEs (grade C or above) including Maths and English	✓		Application
Administrative / Business qualification		✓	Application
Knowledge & Experience			
Understanding of administration systems/software		✓	Application/Interview
Understanding of data protection legislation, systems and GDPR	✓		Application/Interview
A minimum of 2 years' experience within an administrative environment		✓	Application/Interview
Experience of providing a high standard of service to internal and external stakeholders	✓		Application/Interview
Experience in fundraising event management within the charity sector	✓		Application/Interview
Skills & Abilities			
Effective communicator	✓		Application/Interview
Able to work independently using own initiative and within a team environment.	✓		Application/Interview
High level of attention to detail	✓		Interview
Excellent planning and organisational skills with an ability to meet deadlines	✓		Application/Interview
Intermediate IT skills to include Microsoft Office	✓		Application/Interview
Line management and leadership Experience		✓	Interview
Personal			
To have a high level of confidentiality	✓		Interview
Strive to achieve 'The Albion Foundation's Core Values	✓		Interview



Be part of our family

Hold a valid driving licence and have access to own transport	✓		Interview
Reliable and dependable	✓		Interview

Equality & Diversity

Must be able to recognise discrimination in its many forms and adhere to Foundation's Equality policies	✓		Interview
Able to work within a diverse community and draw on individual strengths to promote equality & diversity.	✓		Interview

Additional information

This job description aims to provide a guide to the main roles and responsibilities involved in the post at the date that it is drawn up; it does not provide an exhaustive list.

TAF (The Albion Foundation) changes to meet the demands of customers and stakeholders, therefore duties included in the role may change and job descriptions will be reviewed and updated accordingly. Employees are expected to be adaptable and employ a flexible approach to their work.

All staff are expected to:

- Demonstrate and uphold TAF's values, adhering to the Staff Code of Conduct.
- Conform to TAF's Safeguarding policy, demonstrating a commitment to safeguarding and the welfare of all young people and vulnerable adults.
- Conform to TAF's Equality and Diversity policy and championing improvements.
- Attend and participate in INSET/training days and continually commit to build on your personal Continual Professional Development.