



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

Media Officer

12 Month Fixed-Term Contract

Full-time 37.5 hours per week

Salary Band - £24,000 - £25,999

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 a forward-thinking Media Officer, you will play a crucial role in our Media Team in creating high-quality media coverage across The Albion Foundation platforms.

You will lead the charge in crafting and executing compelling content strategies, managing social media channels with precision, and leveraging analytics to drive engagement for The Albion Foundation.

The role requires the successful candidate to be able to manage online digital content and have excellent written and IT skills.

AS THE MEDIA OFFICER YOU WILL:

- Lead the Foundation social media accounts, creating content to be creative and interactive to connect to our community.
- Produce high-quality written content for website and Foundation literature.
- Produce high-quality video and photographs for use on website, social media, and marketing campaigns.
- Produce high-quality video content for on-line curriculum support and project specific programmes.
- Support the production of all promotional material ensuring it is produced to a high and consistent standard and adheres to relevant branding guidance (e.g., Premier League, EFL, WBA FC and funding partners).
- Work towards set targets in The Albion Foundation action plan.
- Support Director and Fundraising Department with all fundraising events/activities.
- Archive The Albion Foundation's media content.
- Be able to work flexible hours where the role requires, including some evenings and weekends.
- Complete any other duties deemed appropriate by your line manager.

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



Learn more about The Foundation

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



**BLIND
DAVE**
COLOUR RUN '25



**FOUNDATION
OVERVIEW**
MAR 25 - MAY 25

Be Part of our Family

OUR GOALS



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, October 17, 2025

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



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