



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

Foundation Club Secretary

12 Month Fixed-Term Contract

Part-time 14 hours per week

Salary Band - £27,500 - £28,999 PRO-RATA

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 Foundation Club Secretary is responsible for providing high-quality administrative and operational support to the Foundation Pathway Teams, ensuring the programmes operate efficiently, compliantly and in line with relevant regulations.

The role acts as a central point of coordination between the female and male pathways including the disability pathway, supporting effective decision-making, maintaining statutory and organisational records and ensuring strong governance standards across all areas of the departments work.

AS A FOUNDATION CLUB SECRETARY YOU WILL:

- Co-ordinates the planning, scheduling and delivery of all pathway teams within the Football For All department, ensuring provision is consistent, high-quality and compliant, meeting agreed internal and external requirements.
- Manages the logistics of staff / volunteers / sessional coaches within the programme area, providing day-to-day direction and support.
- Monitors and reports on programme attendance, outcomes and impact to agreed standards, contributing to high-quality reviews.
- Manages the full logistics and communication of training and match days, including officials, venues, leagues and opposition, within agreed parameters, reporting to the line manager on a regular basis.
- Builds and maintains relationships with stakeholders relevant to the programme area, as the main point of contact for staff, players and parents/guardians, representing TAF professionally.
- Ensures compliance within administration for all documentation adhering to FA License, audit standards and league requirements.
- Contributes to the review, development and continuous improvement of programme content, reporting insight and learning to the line manager.
- Assist the Head of Football in managing the budget.

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

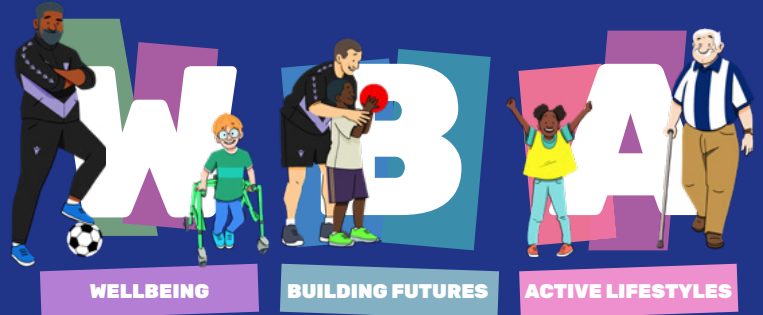
SHOW INTEGRITY

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:



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, June 5, 2026

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



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