






JOB DESCRIPTION

JOB TITLE:	Fundraising & Events Administrator
DEPARTMENT:	Wolves Foundation
REPORTS TO:	Business Development Manager – Wolves Foundation
DIRECT REPORTS:	None
LOCATION:	Molineux Stadium and working across the City of Wolverhampton
HOURS PER WEEK:	37.5 hours per week
WORKING ARRANGEMENT:	As part of your role, there will be a requirement to work evenings and weekends as directed by your line manager.
DATE:	August 2025

Wolves Foundation is a cornerstone of the city of Wolverhampton. Through a team of highly skilled, dedicated staff and volunteers it harnesses the strong local connection with Wolves to motivate, educate and inspire tens of thousands of beneficiaries of its work across the city.

The charity works in partnership with key local stakeholders including the local authority, police, health service and education providers to identify risk factors in the city around societal issues and health status; using data and insight to deliver evidence-based practice through its vast array of projects that address these needs through its key three objectives.

The charity covers three pillars:

-  Healthier, more active people
-  Lifelong learning and skills
-  Safer, stronger communities

Working in the community is vital to its work and removing barriers to engagement regardless of age, gender, race, religion, sexual orientation, or disability. With participants ranging from 1 month to 100 years old across 225 different delivery sites in the city, work is delivered all year round improving the physical and mental health, personal development and life choices of the people engaged in its work.

All employees must uphold the key values and ethos of the Foundation to ensure delivery excellence. Employees must maintain professionalism and contractual, delivery and policy requirements.

Job purpose

To support the Business Development & Fundraising team with administration duties. This will include taking phone calls, answering, and monitoring emails, notetaking meetings, handling bookings and attendees lists and other general administration duties to meet departmental needs.



Key responsibilities

- 🐾 To have a clear understanding of the Wolves Foundation core values and objectives.
- 🐾 To offer administration support across the Business Development & Fundraising teams.
- 🐾 To administer, create, modify, and review documents using IT packages such as Word and Excel.
- 🐾 To manage, organise, and update relevant data using data management and impact measuring systems.
- 🐾 Answering phone calls and dealing with general enquiries in a professional manner.
- 🐾 To take bookings for Business Development & Fundraising events.
- 🐾 To perform general administration duties such as photocopying, email, faxing, filing and mail.
- 🐾 To keep an inventory of Business Development & Fundraising supplies and place orders when directed.
- 🐾 To arrange internal and external Business Development & Fundraising meetings.
- 🐾 Communicating and providing information by relevant methods internally and externally to assist and enable organisational operations and effective service.
- 🐾 Implementing actions according to administrative policies and procedures.
- 🐾 To take effective and comprehensive minutes within meetings.
- 🐾 To carry out any other reasonable duties as requested by the management team and your line manager.
- 🐾 Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation, or harassment of any description and to promote positive working relations amongst employees and customers.
- 🐾 The ensure positive commitment to sustainability and social action projects and targets in line with the Foundation's One Pack One Planet action plan.

Safeguarding responsibilities

- 🐾 To work alongside the Designated Safeguarding Lead (DSL) and HR Manager to ensure safeguarding standards are met and maintained.
- 🐾 Keep own CPD, knowledge and skills up to date in relation to our area of delivery and management.
- 🐾 Responsible for structuring adequate quality assurance for their department.

This role involves working with children and/or adults at risk in a Regulated Activity (or in close proximity to children and/or adults at risk). This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children and adults at risk.

General responsibilities

- 🐾 Compliance with Wolverhampton Wanderers Foundation Policies.
- 🐾 Compliance with Wolverhampton Wanderers Foundation health & safety procedures.
- 🐾 Compliance with Wolverhampton Wanderers Foundation safeguarding policies.
- 🐾 Champion the club and Foundation values at all times.
- 🐾 To maintain professional conduct at all times.
- 🐾 To undertake other duties as may be reasonably expected.



Contractual Information

- ⚡ Due to the nature of your role, there will be an occasional requirement to work evenings and/or weekends which will be directed by your line manager.




















Key relationships

- ⚡ Head of Business Development – Wolves Foundation.
- ⚡ Business Development Manager.
- ⚡ Wolves Foundation Senior Management Team.
- ⚡ Foundation Management Team.
- ⚡ Pack Patrons.
- ⚡ Local stakeholders/partners.
- ⚡ Premier League Charitable Fund.



Person Specification

Job Title: Business Development Administrator

Knowledge: the level and breadth of knowledge to do the job	Essential	Desirable
 Proficiency in using Microsoft Office packages such as Microsoft Outlook, SharePoint, Word, Excel, etc.	✓	
Technical/work-based skills: skills specific to the job	Essential	Desirable
 Strong IT and presentation skills	✓	
 Excellent customer service and communication skills	✓	
 Ability to manage your own workload and effective time keeping	✓	
General skills and attributes	Essential	Desirable
 Availability for flexible working hours	✓	
 Ability to work effectively independently or as part of a team	✓	
 Committed to making a positive impact to beneficiaries	✓	
 Resilient and compassionate	✓	
 An energetic team worker	✓	
 A strong set of values that meets the organisations own values	✓	
Experience: proven record of experience in a particular field, profession, or specialism.	Essential	Desirable
 Experience of working within an administrative capacity		✓
 Experience of working within a Charitable Foundation		✓
 Experience of working within a fast-paced environment		✓
Qualifications: the level of educational, professional and/or occupational training required	Essential	Desirable
 Post-holder must hold or obtain at the earliest opportunity the relevant safeguarding training (i.e. FA Safeguarding Children Workshop)	✓	
 Post-holder will be subject to a DBS check at the appropriate level and cleared by the Wolves Safeguarding Manager	✓	
 Post-holder must hold a valid driver's license.		✓
 Post-holder to be educated at degree level or higher in a relevant area.		✓
 Drivers Licence free of penalties and ownership of own vehicle.		✓
 Management of Leadership qualification		✓

NB: This job description and personal specification is intended to be a general guide to the scope of the duties and not an inflexible specification.