



**FOUNDATION  
OF LIGHT**

THE WORLD AT YOUR FEET

# RECRUITMENT PACK







# WELCOME



## WE MAKE LIFE BETTER FOR PEOPLE IN THE NORTH EAST

We are delighted that you are expressing an interest in joining our pioneering charity at such an exciting time. We are proud of our history and culture, our innovative and proactive solutions to community problems, and our people.

We are looking to add diversity and new skills to our passionate and enthusiastic team.

We are the official charity of Sunderland AFC, established in 2001 by former club Chairman Sir Bob Murray CBE with a simple mission:





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## OUR VISION

Better opportunities, better lives.

## OUR MISSION

We are here to use the power of football to invest in the communities we serve and to improve the Education, Health, Wellbeing and happiness of people, no matter who they are.

## ABOUT US

Set up in 2001, the Foundation of Light is the registered charity of Sunderland Football Club; we use the power of football to engage individuals and communities, increasing life opportunities.

Situated in the Northeast of England, we are based at the award-winning community hub, the Beacon of Light, but also have outreach centres in Sunderland, South Tyneside and County Durham.

We use our position as an unparalleled route into traditionally 'hard to reach' communities – involving, educating and inspiring. We work across four industries – education and skills, sport and play, health and wellbeing and youth and community learning.





# OUR VALUES

## Collaborative

We work together, encourage diversity and build strong relationships in our community.



## Integrity

We are honest, respectful and inclusive. We care about our colleagues and our community.



## Innovative

We are creative in solving problems and bold in trying out new ideas.



## Agile

We adapt to all situations with flexibility and positivity. We are resilient in times of challenge.



## Excellence

We are professional, accountable for our actions and contribute to a high performing team.



## Passionate

We are proud of what we do and committed to making a difference.







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# SAFE, WELCOMING AND INCLUSIVE IS AT THE HEART OF WHO WE ARE

We recognise, respect and value difference; all individuals will be treated equally and fairly.

We expect all staff, volunteers and partners to share our commitment to maintaining a culture of vigilance and encourage the reporting of any concerns about the welfare of any child, young person or adult at risk.



“

*James and Daniel really enjoyed the session today.  
They said it felt like they were learning but in a fun way  
- and they love anything to do with football!*

**Kelly Woods, Parent**

”





# WHAT WE DO

We work with partners and key stakeholders such as local councils, colleges, universities and housing associations to deliver more than 40 programmes a year across the North East. In doing so, we support almost 20,000 people from all walks of life.

Our **sport and play** programmes cater for young children aged from 18 months (Little Dribblers) to adults aged over 55 (our Extra Time Hubs). We encourage people of all ages to keep active, develop skills and live more fulfilling lives.

Meanwhile, our wide range of disability programmes ensure young people and adults can enjoy sport and build friendships. Our disability coaching team delivers fun, exciting, and challenging sessions which help develop motor skills, balance, and co-ordination, as well as encouraging teamwork and improving communication and confidence.



*Jacob has really enjoyed the holiday courses - the staff have been fantastic! It's helped massively with childcare over the holidays; I can crack on knowing he is happy and in safe hands.*



**Helen Wall, Parent**



We're passionate about inspiring **young people** to be the best they can be, so we also provide a range of free programmes to develop children and young people wherever their interests lie. From sports through to social action projects, residential trips, mentoring, youth clubs and forums, we make sure their voice is heard and their dreams encouraged.

To help raise the educational attainment across the region, we partner with education providers to close the gap between those from disadvantaged backgrounds and others.

We deliver a wide range of sports and education programmes for schools and academies across the North east.





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Hundreds of young people have benefitted from our Holiday Hunger programmes, enjoying free activities and a daily meal during the school holidays.

We work with those aged **16+** to improve their **employability skills** and help them find full time work, we also help parents, grandparents and carers support their child's development through a range of courses; encouraging families to learn and play together and gain new skills and experiences.

We offer adults the opportunity to reskill or upskill and gain qualifications and participate in courses they may previously not have had access to.

Of course, another priority is **health** inequality, and working with partners across Sunderland, South Tyneside and County Durham we deliver a wide range of programmes aimed at tackling poor physical health.



Over **16,000** young people making safer and healthier choices from our programmes

We've upskilled nearly **1,500** young people and adults, supported over **600** participants in their employment journey and helped secure nearly 100 jobs

Over **10,000** volunteering hours

Over **250** aged over-55 access our five day a week programme of activities

Over **20,000** people who we have worked with have improved their physical health with 14,000 also improving their mental wellbeing



# OUR HISTORY







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**2015**

CHARITY LEADER OF THE YEAR  
CEO AWARDED OBE

**DOUBLE CELEBRATION FOR THE FOUNDATION**

WELL DONE LESLEY SPUHLER OBE, CHIEF EXECUTIVE FOUNDATION OF LIGHT

**2016**

FOOTBALL SCHOLARSHIP PROGRAMME LAUNCHED

MULTIPLE TROPHY WINS AND STUDENTS PROGRESSING ONTO FURTHER EDUCATION

**POSITIVELY CHANGING YOUNG LIVES**

BEACON OF LIGHT SCHOOL OPENED IN 2014 AT THE STADIUM OF LIGHT



**2018**

BEACON OF LIGHT OPENS

FOUNDATION OF LIGHT'S NEW HOME

**COACHES ON TOUR 2014**

VISITING:

CAMBODIA	SWEDEN
CHINA	SWITZERLAND
ESTONIA	UGANDA
SOUTH AFRICA	ZAMBIA
SPAIN	

GENERATING REVENUE FOR PROGRAMMES IN THE NORTH EAST

EMPLOYABILITY AT THE TOP OF THE AGENDA FOR 2016

**BACK IN THE GAME AWARD WINNER**





**2020**

**YOUR MOVE**

REGIONAL COMMUNITY CLUB OF THE YEAR



OVER **7,000** FOOD PARCELS DELIVERED THROUGHOUT COMMUNITY DURING PANDEMIC

**2021**



**2019**

**BEST FOOTBALL COMMUNITY AWARD**

OUTSIDE THE PREMIER LEAGUE



“

*I love been able to go out into the community meet different people and organisations.*

**Susan Kane,**  
**Foundation of Light staff**

”





# OUR PLANS FOR THE FUTURE ○○○

## 1 Aim

**...every contact will count with three million hours of meaningful engagement over five years.**

Our work continues to focus on young people; inequality including social mobility, gender and race, and health including obesity, suicide prevention, depression and loneliness. We continue to inspire others by telling more of our life-changing stories, aiming to create:

### **Better life chances:**

- ▶ Helping more people into work
- ▶ Increasing ambition and aspiration
- ▶ Increasing the number of people with qualifications and skills

### **Better lifestyles:**

- ▶ Improving physical health
- ▶ Improving mental health

### **Better balance:**

- ▶ Reducing divisions in society
- ▶ Improving social mobility
- ▶ Strengthening communities







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### Better Investment:

- ▶ Growing our unrestricted revenue
- ▶ Reducing our overheads to delivery costs
- ▶ Growing our environmental sustainability

### Better access for all:

- ▶ Making more data-informed decisions
- ▶ Improving our user experience



# Aim

# 2

### ...to continue to create a vibrant and sustainable Beacon of Light.

Thankfully, visitors have returned to the Beacon of Light post Covid. Prior to the lockdowns, the Beacon was a ever-growing community hub and event space attracting more than 7,000 visitors a week. Parents brought their children to football only to find themselves signing up for a maths or language class. We'd created a place which has something to interest and benefit everyone.

Our ambitious aim is to exceed pre-pandemic levels of participation. This is important to us as the Beacon is our engine – it brings in much-needed unrestricted income that we plough straight back into our programmes. We are determined to grow this sort of income as it gives us more freedom to deliver more meaningful engagement in our communities.





# OUR PLANS FOR THE FUTURE ○○○

## Aim

# 3

### ...to be the best in our field.

The Foundation has long been one of the largest football charities in the UK and if we can achieve our aims of delivering three million contact hours, exceeding our pre-Covid levels of engagement and continuing to deliver quality work we'll be on our way to accomplishing our aim of being one of the best football foundations in our field.

To do so, we know we'll have to continue our high levels of good governance while still delivering excellent levels of employee and customer satisfaction, and raising sufficient funds to ensure our destiny remains in our own hands.



### Best standards and governance:

- ▶ Be financially robust
- ▶ Meet industry standards
- ▶ Invest in our workforce

### Best innovation and learning:

- ▶ Growth in ICT and digital innovation
- ▶ Continue to build strong collaborations and partnerships

### Better access for all:

- ▶ Ensure people are at the heart of our decisions
- ▶ Maintain robust and consistent monitoring and evaluation



# HOW WE MEASURE WHAT WE DO



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## Issues /Challenges

These are the issues that concern us, they identify who we are drawn to and why it is important to us to reach them.

## Programmes

The many interventions through which we respond to the issues are managed in these 5 delivery areas.

## Impact Themes

The many interventions through which we respond to the issues are managed in these 5 delivery areas.





# WHAT OUR STAFF SAY...

“

*Loved being part of Foundation Matchday - it's the chance for everyone to get involved and showcase the great work we do. There's no better feeling than seeing it all come together in front of a packed out Stadium of Light.*

”

**Kate Smith,**  
**Foundation of Light staff**



“

*Wearing the Sunderland badge every day isn't just part of the job - it's a privilege. Being part of an organisation that helps support the local community, with the club at its heart, feels like the perfect way to give back to the place that has given me so much.*

”

**Anth Parkinson**  
**Foundation of Light staff**

“

*I've spent the last two and a bit years as a student here doing placement anyway. To be able to do this full-time is just a dream.*

”

**Jake Lumsdon,**  
**Foundation of Light staff**



“

*Best place in the world to work*

**Jack Gray,**  
**Foundation of Light staff**

”



# OUR STRATEGIC ASSETS



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- ▶ **SAFC BRAND AND LINK TO FOOTBALL**
- ▶ **BEACON OF LIGHT**
- ▶ **OUR BESPOKE CUSTOMER SERVICE**
- ▶ **OUR HISTORY, CULTURE AND TRACK RECORD**
- ▶ **OUR PEOPLE, STAFF, AMBASSADORS AND NETWORKS**
- ▶ **THE INNOVATIVE AND RESPONSIVE SOLUTIONS TO COMMUNITY PROBLEMS**
- ▶ **OUR COLLABORATIONS, PARTNERSHIPS AND RELATIONSHIPS**





# COMPANY SET UP

## FOUNDATION OF LIGHT TRUSTEES

Sir Bob Murray CBE  
Baroness Estelle Morris of Yardley  
Kate Adie CBE, DL  
Sir Tim Rice  
George Clarke  
Stephen Cram CBE  
The Hon. James Ramsbotham CBE, DL  
Baroness Tanni Grey-Thompson DBE, DL  
Kyril Louis-Dreyfus  
Martin Hibbert  
Jill Scott MBE

## PROGRAMMES COMMITTEE

Baroness Estelle Morris	Baroness Tanni Grey-Thompson OBE, DL
Lynda Brown	Joan Atkinson
Ian Green	Toni Rhodes
Ian Kershaw	Sue Brent
Karen Marshall	Kumareswaradas Ramanathas
Denise Taylor	Gerry Taylor
Jamie Wright	
Andrew Bainbridge	

## FINANCE, AUDIT AND RISK

Martin Hibbert  
Mark Hetherington  
James Martin OBE  
Hayley Wardle

## RENUMERATION AND NOMINATION MEMBERS

The Hon. James Ramsbotham CBE, DL  
Baroness Estelle Morris  
Sir Bob Murray CBE

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## SUBSIDIARIES

### BEACON OF LIGHT DIRECTORS

John Fickling  
Sir Bob Murray CBE  
Bob Paton CBE  
John Wood CBE, DL  
Steph Kelly  
Andrew David Milnes  
Jamie Wright

### ALTRUISM DIRECTORS

The Hon. James Ramsbotham CBE, DL  
Stephen Cram CBE  
Farooq Hakim  
Steven Parker  
Darren Bryant  
Joanne Corlett  
Natasha McDonough  
Clare Wilson



# THE ROLE



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## JOB DESCRIPTION

<b>Job Title</b>	Primary Stars Coordinator
<b>Job Holder</b>	TBC
<b>Responsible to:</b>	Football in the Community Manager
<b>Responsible for:</b>	Sports Development Officers
<b>Hours:</b>	35
<b>Salary Band:</b>	£27,000 - £28,000

<b>Main Duties:</b>	<ol style="list-style-type: none"><li>1. To manage, plan, coordinate and implement the Primary provision to achieve all targets across the geographical areas of Sunderland, South Tyneside and County Durham.</li><li>2. To manage and develop staff to deliver an outstanding Primary provision.</li></ol>
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### **1. To manage, plan, coordinate and implement the Primary provision to achieve all targets across the geographical areas of Sunderland, South Tyneside and County Durham.**

- Coordinate and manage the Premier League Primary Stars contract, ensuring that all targets, budgets and deadlines are achieved.
- Coordinate and manage other specific contracts as and when needed.
- Ensure that the school sales target is achieved.
- Be innovative in creating new opportunities for young people including but not limited to competitions, festivals, events, and curriculum delivery.
- Organise the calendar of festivals and events competitions.
- Ensure the cover timetable is up to date.
- Write funding bids and impact reports.
- React to opportunities to develop the programme.
- Create links to external organisations to enhance and link to programme outcomes and targets.
- Keep up to date with current education policy, and possible foundation target audiences.
- Liaise with current partners, venues, schools and club staff in a professional manner
- Work alongside the Inspires Coordinator.
- Ensure that all data monitoring forms are kept up to date.
- Support the wider Foundation by working two fundraising events per year.

### **2. To manage and develop staff to deliver an outstanding Primary provision.**

- Ensure that the team is up to date with admin tasks.
- Organise a quality cycle for the year to ensure that high standards of delivery are maintained this includes staff observations.
- Develop and deliver staff CPD to enhance and support delivery of the programme with a particular focus on Physical Education.
- Ensure that staff have regular catch-ups and that these are recorded through the correct channels.
- Carry out induction and appraisal process with staff.





**Other duties:**

You will be required to undertake other duties from time to time as required.

Any potential permanent changes to your role will be discussed, and agreement reached prior to being undertaken. You will be notified of any permanent change in writing. In addition to your normal duties, you may be required to undertake additional or other duties as necessary to meet the needs of the Foundation of Light.

**Behaviour and professional expectations:**

- Maintain working practices in line with Foundation of Light Equality and Diversity, Health and Safety and Safeguarding policies; self-awareness of own responsibility in these areas
- Ensure regulatory and legislative requirements are met at all times
- Conduct should reflect the Staff Behaviour Policy (Code of Conduct); uphold Foundation core values (as shown below) at all times
- Maintain the highest level of professionalism and confidentiality.
- Attend working groups and CPD session as required
- Build strong internal relationships
- Work in collaboration with colleagues to achieve the end goal
- Ensure positive organisational messages and culture are maintained
- Contribute to good housekeeping across all Foundation sites and equipment
- Follow the laid down policies and procedures at all times

**Equality, Diversity and Inclusion Statement:**

All individuals will be treated equally and fairly in the application of this procedure. All reasonable requests to accommodate requirements in terms of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation will be made.

**Safeguarding Statement**

We expect all staff, volunteers and partners to share our commitment to maintaining a culture of vigilance, and believe that all staff, volunteers and partners have a responsibility to report any concerns about the welfare of any child, young person or adult at risk.

**Foundation of Light Values:**

Innovative, Passionate, Excellence, Collaborative, Integrity, Agile.

**Acceptance of the job description by the Employee:**

Signed .....

Print Name .....

Date .....

Last review date: July 2025

Next review date: July 2026



**PERSONAL SPECIFICATION**

Requirement	Essential (E) or Desirable (D)	How Assessed (CV, Interview, Observation)
<b>Skills and Abilities:</b>		
Communication, oral and written	E	CV/ I/ O
Planning and Organisation	E	CV
Mentoring	D	CV
Team work	E	CV
Ability to work on own initiative	E	CV
Interpersonal	E	I
Conflict handling and resolution	E	CV
Creativity and imagination relevant to the workplace	E	CV/ I/ O
ICT and administration	E	CV
Ability to work under pressure and to tight deadlines	E	CV
Application and funding bid writing	D	CV
Group work facilitation	E	CV/ I
Informal tutoring	E	CV
Multi- Tasking	E	CV/ I
Managing people	E	CV/ I
Communication, oral and written	E	
<b>Personal Attributes:</b>		
Self-motivated, able to use own initiative, confident and persistent	E	I/O/ CV
Commitment to the Foundation of Light's objectives and values	E	I/O/ CV
Positive and enthusiastic	E	I/O/ CV
Punctual and reliable	E	I
Commitment to personal and professional development	E	CV
High aspirations and highest possible standards for young people	E	CV/ I
Non-judgemental, open-minded attitude	E	CV/ I
Flexibility in working, and positive approach to change	E	CV/ I/ O
Able to work in the evenings and at weekends if required	E	CV/ I
Employs a creative and imaginative approach to working	E	CV/ I/ O
Access to good internet at home, and a space to work effectively from home if required	E	CV
Current driving licence	D	CV
<b>Knowledge and Understanding:</b>		
Sound knowledge of the National Curriculum including PE	E	CV/ I/ O
Sound knowledge of current Coaching techniques	D	CV/ I/ O
Sound knowledge of teaching and learning in Primary Schools	E	CV/ I/ O





Sound knowledge of assessment and behaviour management tools.	E	CV/ I/ O
<b>Understanding:</b>		
Delivery of exceptional customer service	E	CV/ I
Of the levels, abilities and ages of participants worked with	E	CV/ O
Of the need to work flexible hours to meet the needs of the charity	E	CV/ I
Workplace behaviours and conduct	E	CV/ I
Delivery of exceptional customer service	E	I
Of an effective observation process	D	CV/ I
<b>Experience:</b>		
Minimum of 1 year teaching/coaching etc.	E	CV
Meeting targets in the workplace	E	CV
Line managing staff	D	CV
Working alongside funders and schools	D	CV
<b>Qualifications (or equivalent):</b>		
<b>*Must have either the coaching or teaching qualifications</b>		
<b>Coaching:</b>		
FA Coaching Level 2 or NGB Level 2 equivalent	E	CV
AfPE qualification or Level 3 TA and Level 4 HLTA Qualifications specialising in Physical Education	D	CV
<b>Teaching:</b>		
Teaching/tutoring qualification	E	CV
<b>Other:</b>		
First Aid	E	CV
Driving Licence	E	CV
ICT at Level 2	D	CV
GCSE Mathematics and English at grade C or above	E	CV





# OUR EMPLOYEE BENEFITS

 **YEARLY EYE TESTS** 



**HOLIDAY PURCHASE SCHEME**



**CHRISTMAS SHOPPING DAY**



**STAFF PENSION**

**ACCESS TO HEALTH ASSURED HEALTH CARE SERVICE**



**CYCLE2WORK /TEXT SCHEME**

**10% DISCOUNT**



**EMPLOYEE SHOPPING DISCOUNT PORTAL**



**FLEXIBLE WORKING**



**BETTER HEALTH AT WORK SCHEME**



**ACCESS TO HR/ CONSULTANTS OCULUS MENTAL HEALTH WELLBEING**



**STAR PLAYER**



**X2 SAFC TICKETS**



**20% SHOP DISCOUNT**

**DEATH IN SERVICE POLICY**



**Out of Office STAFF AWAY DAYS**



**ACCESS TO CHAPLAIN**



**STAFF SAFC KIT**



**CHRISTMAS PARTY**



**FUNDED TRAINING**

**PRIORITY ACCESS TO SAFC TICKETS AND EVENTS**



# NEXT STEPS



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Interested applicants should request an application pack or send a CV to -

✉ [gemma.snaith@foundationoflight.co.uk](mailto:gemma.snaith@foundationoflight.co.uk)

or download packs from

🌐 [foundationoflight.co.uk](http://foundationoflight.co.uk)

Candidates who have not heard within six weeks of application should assume they have been unsuccessful.

Appointments are subject to an enhanced DBS Check.

Foundation of Light is an Equal Opportunities Employer.







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Foundation of Light | Beacon of Light | Stadium Park | Sunderland  
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