



**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.

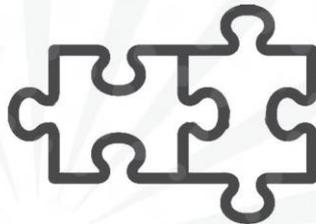
We use our position as an unparalleled route into traditionally 'hard to reach' communities – involving, educating and inspiring. We work across four industries – education and skills, sport and play, health and wellbeing and youth and community learning.



# 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.





# 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.



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

<p><b>2001</b></p> <p>FOUNDATION OF LIGHT FOUNDED BY SIR BOB MURRAY CBE OUT OF SAFR COMMUNITY PROGRAMME</p>		<p>BEGINNING THE WORK WITH TEENAGERS, TAKING THE FOUNDATION INTO THE COMMUNITY</p>		<p><b>2004</b></p> <p>OUR FIRST HOME, 'CENTRE OF LIGHT' OPENS</p> <p>OFFICIALLY OPENED BY COUNTESS OF WESSEX GCVO</p>	
	<p><b>2003</b></p> <p>STARTED WORKING WITH FAMILIES</p> <p>ESTABLISHING FAMILY LEARNING THROUGH FOOTBALL PROGRAMME</p>			<p><b>EVERY CHILD DESERVES A CHANCE AT A GOOD EDUCATION</b></p> <p>PITSTOP EDUCATION PROGRAMME LAUNCHED IN 2006</p>	

<p>1,000TH PRIMARY SCHOOL EDUCATION SESSION HELD</p> <p><b>2008</b></p>			<p><b>FOOTBALL FOR THE VERY YOUNG</b></p> <p>OUR LITTLE DRIBBLERS PROGRAMME WAS ESTABLISHED IN 2010 WORKING WITH CHILDREN AS YOUNG AS TWO</p> <p><b>2010</b></p>	<p>EXTENDED OUR EDUCATION REACH</p> <p><b>2011</b></p> <p>BY BECOMING AN EFMD ACCREDITED CENTRE AND DELIVERING NATIONALLY RECOGNISED QUALIFICATIONS</p>	<p>HELPING MORE FAMILIES</p> <p><b>2012</b></p> <p>LEARN WHERE YOU ARE AWARD FOR FAMILY LEARNING</p>
	<p><b>2009</b></p> <p>CHILDREN AND YOUNG PEOPLE NOW AWARDS, LEARNING WINNER</p> <p>PITSTOP EDUCATION PROGRAMME</p>		<p>HIGH SHERIFF AWARD WINNERS FOR GREAT AND VALUABLE SERVICES TO THE COMMUNITY</p> <p>WINNERS IN 2010 AND 2011</p>		<p><b>HEALTHY EATING FOR ALL THE FAMILY.</b></p> <p>LAUNCHED PARTNERSHIP WITH JAMIE OLIVER FOOD FOUNDATION IN 2014</p>



**2015**

CHARITY LEADER OF THE YEAR  
CEO AWARDED OBE

**DOUBLE CELEBRATION FOR THE FOUNDATION**

WELL DONE LESLEY SPUHLER OBE, CHIEF EXECUTIVE FOUNDATION OF LIGHT

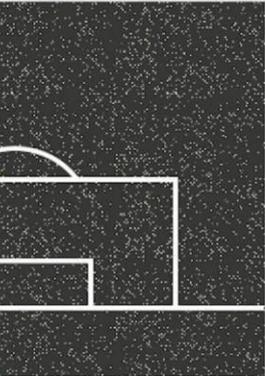
**2016**

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



**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**



**2018**

BEACON OF LIGHT OPENS

FOUNDATION OF LIGHT'S NEW HOME



**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



**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



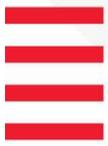
# Aim

# 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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# 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**





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# THE ROLE

## JOB DESCRIPTION

<b>Job Title</b>	HR Advisor
<b>Job Holder</b>	TBC
<b>Responsible to:</b>	Chief Financial Officer
<b>Responsible for:</b>	Volunteer Officer
<b>Hours:</b>	35 hour per week
<b>Salary Band:</b>	£28,000 - £34,000

<b>Main Duties:</b>	<ol style="list-style-type: none"> <li>1. Managing resources to deliver projects or programmes</li> <li>2. Operational planning and day-to-day performance management</li> <li>3. Monitoring budgets and outputs within area</li> <li>4. Support compliance</li> </ol>
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### 1. Managing teams resources to deliver HR related projects

Provide leadership and support to direct reports to ensure high standards of delivery across all projects. Champion an inclusive, motivating team environment across the business.

Key Responsibilities include:

- Support professional growth through monitoring regular 1:1s, appraisals, and coaching.
- Lead on workforce planning, recruitment, onboarding, and succession planning to attract and retain talent.
- Allocate resources effectively to deliver on KPIs and stakeholder expectations.
- Encourage cross-functional collaboration and promote high staff morale.
- Embed organisational values into team culture and service delivery.
- Work with the finance team to administer payroll, and benefits.
- Liaise with the Club's HR team to support strategic decision making.

### 2. Operational planning and day-to-day performance management

Ensure robust operational planning and management of day-to-day service delivery through consistent performance oversight, communication, and process improvement.

Key Responsibilities include:

- Translate strategic goals into clear plans and individual objectives.
- Monitor team output and adapt priorities in line with changing needs.
- Identify training needs and support ongoing professional development.
- Manage employee relations and handle performance concerns constructively and in line with HR procedures.
- Promote staff wellbeing and support flexible working practices where appropriate.



### 3. Monitoring budgets and outputs within area

Ensure financial and output targets are met through effective planning, monitoring, and evaluation.

Key Responsibilities include:

- Implement HR strategies aligned to strategy
- Support budget planning and monitor spend against forecasts.
- Track performance against KPIs.
- Provide timely reports to management, funders, and Trustees.
- Identify and act on risks or underperformance early.
- Implement value-for-money principles in all operations.

### 4. Support compliance

Maintain a safe, compliant, and data-led working environment in line with Foundation policies and external requirements.

Key Responsibilities include:

- Ensure all departmental activity complies with Foundation policies and relevant legislation, including safeguarding, GDPR, health and safety, and equality and diversity.
- Manage the PeopleHR systems and its efficiency amongst employees.
- Ensure employees have completed mandatory training and records are uploaded to PeopleHR
- Maintain accurate records and support reporting to regulators, funders, Exec team and Trustees as required.
- Conduct regular audits of programme delivery, working environments, and data systems.

#### 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.

Staff are required to work with volunteers in a way of mutual respect and commitment to organisational goals and objectives. This includes staff who do not directly supervise volunteers but may engage with them within the organisation.



**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
- Embed EDI and safeguarding in all aspects of work
- Assist in data collection and analysis providing accurate management information systems for data led decisions
- 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 and 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
- Work within the established administrative and financial systems to ensure smooth running and quality of projects

**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.

**PERSONAL SPECIFICATION**

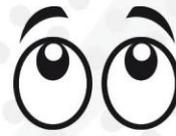
Requirement	Essential (E) or Desirable (D)	How Assessed (CV, Interview, Observation)
<b>Skills and Abilities:</b>		
Excellent communication and interpersonal skills	E	CV, I
Ability to lead, inspire, and manage people effectively	E	CV, I
Organised, able to plan, prioritise and meet deadlines	E	CV/APPLICATION
Strong decision-making and conflict resolution skills	E	CV/APPLICATION
Strong IT/admin skills, including use of HR systems	E	CV/APPLICATION
Group facilitation and team development	E	CV/APPLICATION
Ability to work independently and collaboratively	E	CV/APPLICATION
Budget tracking and resource planning	D	CV/APPLICATION
<b>Personal Attributes:</b>		
Commitment to Foundation values and mission	E	I
Self-motivated, confident, and resilient	E	I
Flexible, positive attitude to change	E	I
High personal standards and attention to detail	E	I
High level of emotional intelligence	E	I
Proactive and self-motivated, with a strong sense of initiative and ownership.	E	I
Collaborative and team-oriented, with the ability to work effectively across departments	E	I
Adaptable and resilient in a fast-paced, changing environment.	E	I
High level of integrity, professionalism, and confidentiality.	E	I
<b>Knowledge and Understanding:</b>		
Employment legislation and HR practices	D	CV, I
Safeguarding and GDPR	E	CV, I
Staff wellbeing and inclusion strategies	D	I
Organisational dynamics and team development	E	I
Ability to manage sensitive situations with discretion and confidentiality	E	CV/APPLICATION



<b>Experience:</b>		
3+ years in a senior or people management role	E	CV/APPLICATION
Conducting appraisals, disciplinaries, complex employee relation issues, coaching	E	CV/APPLICATION
Experience in implementing HR policies and procedures	E	CV/APPLICATION
Experience in recruitment, including safter recruitment and onboarding	E	CV/APPLICATION
Use of HR Data systems	E	CV/APPLICATION
Working within the charity, education, or public sector	D	CV/APPLICATION
Budget management and reporting	D	CV/APPLICATION
<b>Qualifications (or equivalent):</b>		
Degree or equivalent experience	E	CV/APPLICATION
HR qualification (e.g., CIPD Level 5/7)	E	CV/APPLICATION
GCSE or equivalent in Maths and English	E	CV/APPLICATION
Driving licence and access to transport	D	CV/APPLICATION
Evidence of commitment to continuous professional development	E	CV/APPLICATION



# OUR EMPLOYEE BENEFITS



**YEARLY EYE TESTS**



	26
<i>Holiday</i>	

**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**



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



**BETTER HEALTH AT WORK SCHEME**



**X2 SAFC TICKETS**



**20% SHOP DISCOUNT**



**STAR PLAYER**

**Out of Office STAFF AWAY DAYS**



**ACCESS TO CHAPLAIN**

**DEATH IN SERVICE POLICY**



**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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