



**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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“

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.

Societal factors /
Community Issues

Health Factors

Personal Development
Factors

Issues Specific to Young
People

Family Issues

Sport-Specific Issues

Disability-Specific
Issues

Educational Factors

Employability Issues

Skills

Education

Informal and
Community
Education

Health and Wellbeing

Football and Sport

Being the best me

Being well connected

Having lots to offer

Having a role in life

Looking after my body

Looking after my mind

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**

THE ROLE



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JOB DESCRIPTION

| | |
|-------------------------|----------------------|
| Job Title | Skills Officer |
| Job Holder | TBC |
| Responsible to: | Youth / NEET Manager |
| Responsible for: | N/A |
| Hours: | 35hrs |
| Salary Band: | £23,790 - £27,000 |

| | |
|---------------------|--|
| Main Duties: | <ol style="list-style-type: none">1. Delivering specific operational / delivery tasks2. Following procedures and reporting issues3. Building relationships |
|---------------------|--|

1. Delivering specific operational / delivery tasks

Delivers assigned operational tasks to support service and programme delivery.

Key responsibilities include:

- Deliver engaging and relevant sessions to participants
- Ensure delivery of your Future Pathways provision clearly evidences the intent, implementation, and impact of the curriculum area
- Deliver, as required, including after school and holiday activities.
- Assist with tournaments/challenge events and intergenerational activities and experiences
- Deliver sessions in line with lesson plans and the requirements of the programmes, ensuring the timetable is always serviced
- Delivering specific operational tasks
- Supporting frontline delivery or internal operations

2. Following procedures and reporting issues

Follows established procedures and escalates issues in line with reporting requirements.

Key responsibilities include:

- Ensure your delivery is inline with the Quality Manual
- Attend staff training, delivered on a weekly basis
- Ensure own targets are met
- Following procedures and reporting issues
- Support in the development of a robust curriculum for Skills, including measuring and recording intent, implementation, and impact
- Ensure all data management systems are updated with your lesson and learner information, including but not limited to Views, Salesforce, Pics, SharePoint, Abler
- Complete relevant administration for partner agencies to the required standards expected by the Foundation and our partners/donors, including all Due Diligence requests
- Attend and positively contribute to programme standardisation meetings
- Delivery of programmes to a good or better standard following the Ofsted Framework
- Produce accurate ad hoc reports as requested
- Ensure databases are updated on a regular basis with correct information and in line with the impact strategy
- Contribute to the Self-Assessment process and work to the agreed objectives for your team's developmental plan and the wider organisation's strategy
- Ensure all your learners complete Impact Data and all your registers are updated on Prime systems
- Ensure all your paperwork is accurately completed



3. Building relationships

Builds effective working relationships with colleagues, stakeholders, and service users.

Key responsibilities include:

- Support in the development of partnerships with employers, local authority, voluntary and community organisations to add value to adult skills provision and support with achieving programme KPIs including Starts and Positive Destinations
- Support and facilitate progressions for learners and their families, to Foundation of Light programmes and beyond.
- Guide participants through challenging periods and help them in changing attitudes and behaviour
- Challenge participants, in a positive manner to help improve their personal and social skills
- Develop relationships with participants, ensuring a safe and conducive environment for learning
- Collaborate with stakeholders when required to ensure we meet the needs of donors and partner organisation
- Support in the development of a pipeline of learner Starts and programmes so we are proactive with learner recruitment
- Manage, develop, communicate with, and engage the employees within your remit
- As a member of staff for the Foundation of Light Staff, communicate and engage across the wider team
- Ensure compliance with the timetable created for you and programmes start and end at the expected date/time, and learner starts are achieved
- Build strong and lasting external business relationships with partners, donors and agencies
- Identify and source new opportunities
- Provide IAG to learners pre and post programme and ensure your learners on programme receive impartial IAG
- Support in the gathering and tracking of learner data, ensuring your programmes achieve the KPIs for Starts, Attendance, Achievement, and Positive Destinations and Retention

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) |
|--|--------------------------------|---|
| Skills and Abilities: | | |
| Teaching | D | CV |
| Mentoring | E | CV |
| Delivering post 16 education and training | E | CV |
| Curriculum Design | E | I |
| Ability to manage own timetable to meet contractual requirements | E | I |
| Financial Control | E | I |
| Communication, oral and written | E | I |
| Planning, organising and control | E | I |
| Team work | E | I |
| Work on own initiative | E | I |
| Interpersonal | E | I |
| Conflict handling and resolution | E | CV |
| Creativity and imagination relevant to the workplace | E | I |
| ICT and administration | E | CV |
| Ability to work under pressure and to tight deadlines | E | I |
| Group work facilitation | E | CV |
| Multi-tasking | E | I |
| Recording and evidencing impact | E | I |
| Personal Attributes: | | |
| Commitment | E | I |
| Flexibility | E | I |
| Honesty and trustworthiness | E | I |
| Motivation and enthusiasm | E | I |
| Patience and diplomacy | E | I |
| Persistence in the workplace | D | I |
| Determination to succeed and meet targets | E | I |
| Commitment to equality and diversity, safeguarding and health and safety | E | I |
| Flexible approach to working hours | E | I |
| Knowledge and Understanding: | | |
| Knowledge of the ESFA Framework and Requirements | D | CV |
| Knowledge of digital and online learning | D | CV |
| Qualification frameworks (including funding and GLH) | D | CV |
| Understanding of the Ofsted Framework | E | I |
| Safeguarding | E | CV |
| First Aid | E | CV |
| Donor/funder relationships | D | I |
| Customer service | E | CV |
| Of the levels, abilities and ages of participants worked with | E | I |
| Foundation of Lights core values | E | I |



| | | |
|---|---|----|
| Workplace behaviours and conduct | E | I |
| Experience: | | |
| Minimum of two years teaching/coaching in informal settings etc. | D | CV |
| Previous delivery of formal accredited Post 16 education and training | D | CV |
| Meeting targets in the workplace | E | CV |
| Monitoring and evaluation mechanisms | D | CV |
| Qualifications (or equivalent): | | |
| First Aid (must be willing to work towards) | E | CV |
| Level 4 Education and Training Qualification or above | E | CV |
| Level 3 Vocational Qualification or above | E | CV |
| Level 3 Assessors Qualification | D | CV |
| Level 2 IAG | E | CV |
| Level 4 IQA Qualification | D | CV |
| Driving Licence | E | CV |
| GCSE Mathematics and English at grade C or above | E | CV |



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
OCULUS 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

or download packs from

🌐 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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