



**FOUNDATION
OF LIGHT**

THE WORLD AT YOUR FEET

Foundation of Light Recruitment Pack

Role	Future Pathways Careers Coordinator
Location:	Sunderland, South Tyneside and County Durham
Salary:	£26,000 - £27,500
Contract:	Full Time

Welcome from Foundation of Light



Thank you for your interest in joining the Foundation of Light. Set up in 2001 by Sir Bob Murray, the Foundation is the official registered charity of Sunderland Football Club. We are entering an exciting and pivotal period for our organisation and our region.

Through our 2025–2030 strategy, we are scaling our impact to help more people build skills, improve wellbeing and feel connected to their communities.

While the North East is experiencing significant investment and opportunity, many people still face barriers including poverty, poor health, loneliness and limited access to education or employment.

Our mission is to ensure everyone has the chance to succeed.

Every role at Foundation of Light contributes to creating lasting change. If you want your work to truly matter, the Foundation of Light is for you.

About us



Foundation of Light uses the power of football and sport to inspire, educate and support communities across Sunderland, South Tyneside and County Durham. We work with partners across education, health, local government and industry to deliver programmes that improve:

- Skills and employability
- Physical and mental wellbeing
- Community cohesion
- Confidence and aspiration

Our Beacon of Light facility acts as a central hub for learning, innovation and connection, a safe and inclusive space where people access life-changing opportunities.

Our vision

Better opportunities
Better lives

Our purpose

We use football and the power of SAFC to support and invest in our communities, helping improve the skills, confidence, health and happiness of people, no matter who they are.

Our Values

Excellence

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

Passionate

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

Integrity

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

Agile

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

Innovative

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

Collaborative

We work together, encourage diversity, and build strong relationships.

Why this role exists



Our strategy focuses on helping people:

Be Skilled

Supporting progression into education, employment and future careers through mentoring, qualifications, and digital inclusion. We will increase attendance in schools and college. Reduce those not in education, employment or training and help more people into work.

Be Connected

Creating belonging, reducing loneliness, and building inclusive communities. We will reduce loneliness, improve health, happiness and life satisfaction and foster friendships and relationships.

Be Well, Play Well

Harnessing sport and physical activity to be well and play well. We will increase participation, improve physical activity and strengthen mental wellbeing. Every member of staff contributes to one or more of these outcomes.

Our Ambition (2025–2030)

We are committed to:

Being Bold

Continuously improving through growth, innovation, learning and ambition.



Being Collaborative

Strengthening impact through creative collaboration with our club and other key partners.



Being There

A constant, trusted and inclusive presence across our communities in-person and virtually.



We are recruiting people who want to help deliver this ambition.

Why work with us



Working at Foundation of Light means:

- Making a real difference every day
- Working with passionate, purpose-driven colleagues
- Being part of a trusted community organisation
- Opportunities to innovate and grow professionally
- Helping shape the future of the region

Our people reflect the communities we serve and building trusted relationships is at the heart of everything we do

The Role

JOB DESCRIPTION

Job Title	Future Pathways Careers Coordinator
Job Holder	
Responsible to:	Head of Future Pathways
Responsible for:	N/A
Hours:	35hrs
Salary Band:	£26,000 - £27,500

Main Duties:	<ol style="list-style-type: none">1. Coordinating activities, logistics, and people within a project2. Supporting delivery of services or events3. Liaising with stakeholders and internal teams
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1. Coordinating activities, logistics, and people within a project

<p>Delivers engaging group sessions, workshops or assemblies on topics such as pathways, employability or apprenticeships.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none">• Organise FOL Careers Fairs for both new learners and current participants• Support learners with CV writing, personal statements, interview preparation and job search strategies• Support and facilitate progressions for learners and their families, to Foundation of Light programmes and beyond.• Coordinate work experience plans for both secondary and further education learners three times annually• Attend careers events promoting the Foundation of Light and the services we provide• Delivery of programmes to a good or better standard following the Ofsted Framework• Coordinate the tracking of learners to effectively evidence signposting and progression
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2. Supporting delivery of services or events

<p>Delivers assigned operational tasks to support service and programme delivery.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none">• Deliver engaging and relevant pre course IAG to participants• Ensure all learners receive impartial IAG during and post course• Refer participants onto the most appropriate programme for their needs• Deliver IAG sessions and support programme tutors with the completion of enrolment paperwork• Delivering specific operational tasks• Supporting frontline delivery or internal operations• Signpost Beacon customers to other internal services• Develop relationships with participants, ensuring a safe and conducive environment for learning• Co-create clear and achievable action plans with each learner.• 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
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- Organise and attend meetings with key stakeholders to recruit learners, including DWP, housing, employers, local authority, voluntary and community organisations
- Collaborate with Future Pathways staff to develop new programmes such as Sector Based Work Academies following employer and ley stakeholder insight
- Organise for local employers to attend the most appropriate sessions to offer insight to learners into their trade, provide mock interviews, and site visits
- Build strong and lasting external business relationships with partners, donors and agencies
- Collaborate with Training Providers to share progression pathways with learners, and create a tracking to evidence the impartial IAG offered to learners

3. Liaising with stakeholders and internal teams

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

Key responsibilities include:

- Ensure own targets are met
- Support in the development of a robust IAG strategy for the wider business
- Track and record learner positive destinations
- Collaborate with stakeholders when required to ensure we meet the needs of donors and partner organisation
- Have a good understanding of the local labour market and share data with the Head of Future Pathways and staff
- Meet with local and national employers to plan Sector Based Work Academy provision
- Identify and source new opportunities
- Share meeting notes with relevant people following external meetings

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.

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
- 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:

The Foundation of Light (FOL) promotes Equality, Diversity and Inclusion and challenges all forms of discrimination through its internal operations and in the delivery of its services in accordance with and commitment to the 2010 Equality Act. The FOL protects the rights of individuals and advances equality of opportunity for all. It demonstrates the FOL's commitment to continuous improvement in EDI to create meaningful and sustainable change.

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.

Who we're looking for

We want people who:

- Build meaningful relationships
- Are motivated by social impact
- Work collaboratively
- Adapt positively to change
- Use insight to improve outcomes
- Champion equality and inclusion
- Promote a safe and friendly atmosphere



Skills and Experience

PERSONAL SPECIFICATION

Requirement	Essential (E) or Desirable (D)	How Assessed (CV, Interview, Observation)
Skills and Abilities:		
Coaching People	E	CV
Mentoring People	E	CV
Ability to network in the community	E	CV
Experience in post 16 education and training	D	CV
Curriculum Design	D	I
Ability to manage own diary to meet contractual requirements	E	I
Ability to recruit learners	E	I
Ability to build a portfolio of employers and providers for learner progressions	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 for enrolling learners	D	CV
Knowledge of the local labour market	E	I
Knowledge and understanding of local referral and signposting pathways for learners	E	I
Understanding of mentoring and the employability sector	E	I
Knowledge of digital and online learning	D	CV
Qualification frameworks (including funding and GLH)	D	CV

Understanding of the Ofsted Framework	D	I
Safeguarding	E	CV
First Aid	E	CV
Donor/funder relationships	D	I
Customer service and how to make a sale	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 or formal settings	D	CV
Minimum of two years' experience delivering IAG to learners and developing opportunities for learners to progress	D	CV
Sales experience	D	CV
Minimum of two years mentoring experience	D	CV
Meeting targets in the workplace	E	CV
Monitoring and evaluation mechanisms	D	CV
Qualifications (or equivalent):		
First Aid	E	CV
Level 4 Education and Training Qualification or above	D	CV
Level 3 Vocational Qualification or above	E	CV
Level 4 IAG	E	CV
Driving Licence	E	CV
GCSE Mathematics and English at grade C or above	E	CV

Our Culture

We are Powered by People, Driven by Purpose

We encourage curiosity, innovation and collaboration. Staff are trusted to bring ideas, shape programmes and continuously improve how we serve communities.

We believe in:

- Psychological safety
- Continuous learning
- Inclusive leadership
- Community-first thinking

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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

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Equality, Diversity and Inclusion



Equality, diversity and inclusion are embedded across our strategy and delivery. We actively encourage applications from people of all backgrounds, particularly those under-represented within our sector.

Safeguarding Commitment

Foundation of Light is committed to safeguarding children, young people and vulnerable adults. All roles are subject to appropriate safeguarding checks including DBS clearance where required.



Staff Benefits



- Yearly eye tests
- Holiday purchase scheme
- Staff Pension
- Cycle to Work Scheme
- Flexible Working
- Better Health at Work
- Star Player
- Death in Service Policy
- Staff SAFC kit
- Christmas Shopping Day
- Access to Health Assured Health Care Service
- 10% Discount at Siblings Nursery
- Employee Shopping Discount Portal
- Access to HR Consultants Oculus Mental Health Wellbeing
- x2 SAFC Tickets and 20% shop discount
- Staff away days
- Access to Chaplain
- Funded Training
- Christmas Party
- Priority Access to SAFC tickets and events

How to apply



Please submit:

- CV
- Supporting statement outlining how you meet the role criteria and our values

Finally

Everyone has a part to play in helping our communities thrive.

Join us, and help turn potential into reality.

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Best place in the world to work.

Jack Gray
Foundation of Light staff

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     **FoundationofLight**