



**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.

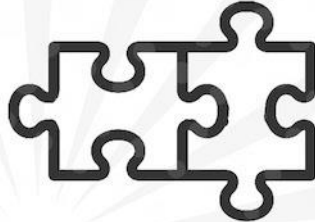




# OUR VALUES

## 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.



“

*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**



# 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.

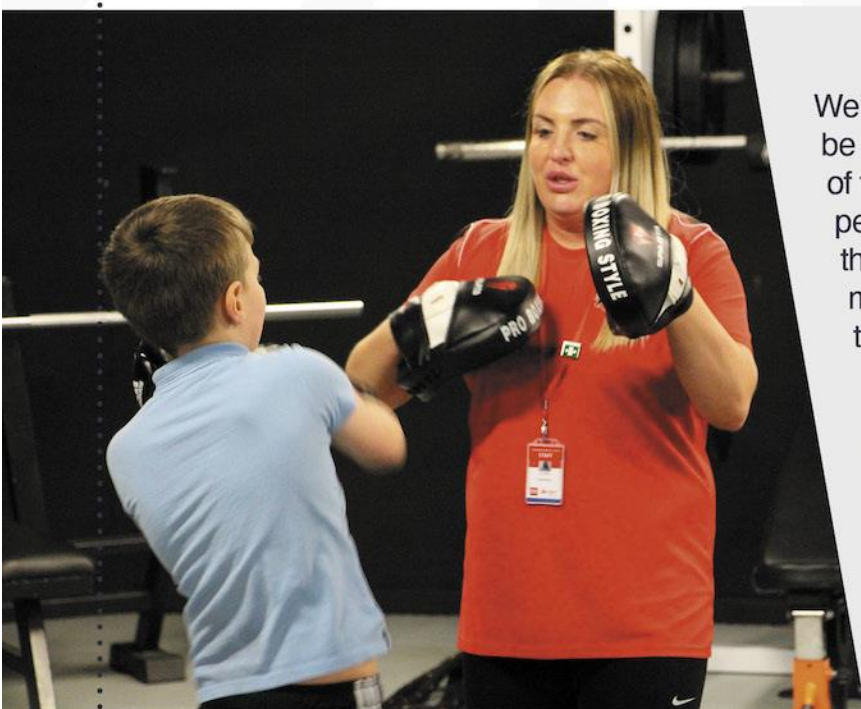
Our **sport and play** programmes cater for young children aged from 18 months (Little Dribblers) to adults aged over 55 (our Extra Time Hubs). We encourage people of all ages to keep active, develop skills and live more fulfilling lives.

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.



*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**



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 **19+** 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 **250** over-55s have taken part in weekly social activities and over **1,200** activity bags distributed to help combat loneliness

Over **2,000** participants improved mental wellbeing

280 teenagers to complete **7,820** hours of social action projects in the community

Over **1,000** young people making safer and healthier choices

OVER **12,000** VOLUNTEERING HOURS



# OUR HISTORY







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**2016**

FOOTBALL  
SCHOLARSHIP  
PROGRAMME  
LAUNCHED

MULTIPLE TROPHY WINS AND  
STUDENTS PROGRESSING ONTO  
FURTHER EDUCATION



**DOUBLE  
CELEBRATION  
FOR THE  
FOUNDATION**

WELL DONE LESLEY SPÜHLER OBE,  
CHIEF EXECUTIVE FOUNDATION OF LIGHT

**POSITIVELY  
CHANGING  
YOUNG  
LIVES**

BEACON OF LIGHT SCHOOL  
OPENED IN 2016 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 absolutely loved doing my work experience. I enjoyed getting an insight on the Foundation and all of the different jobs here.*

**Elisha Williams,  
Placement student**

”



# 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

### **...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 ○○○

## ...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.

## Aim

# 3



### 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... ○○○

“

*Foundation of Light changes peoples' lives. I've had the privilege of working with so many young people and seeing the difference our programmes can make first hand.*

”

**Joey Harries,**  
**Foundation of Light staff**



“

*Absolutely different class from Foundation team for Family Funday. We wouldn't be able to do what we do without the participants across each and every programme continuing to engage throughout the year.*

”

**Jake Hannah,**  
**Foundation of Light staff**

“

*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**

“

*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	

## 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

## 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>	Functional Skills Tutor
<b>Job Holder</b>	N/A
<b>Responsible to:</b>	Youth Skills Coordinator
<b>Responsible for:</b>	N/A
<b>Hours:</b>	35hrs
<b>Salary Band:</b>	£22,295 - £26,000

<b>Main Duties:</b>	<ol style="list-style-type: none"><li>1. To support the development and lead the delivery of your Functional Skills provision throughout Sunderland, South Tyneside and County Durham, demonstrating intent, implementation, and impact mapped against local needs.</li><li>2. Ensure compliance of your own delivery, including MIS (Management Information Systems), Audit, Quality, and Curriculum design.</li><li>3. Plan the delivery of your own Functional Skills provision, ensuring your own contractual KPIs are achieved, including learner Starts, Attendance, Achievement, and Positive Destinations.</li></ol>
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### **1. To support the development and lead the delivery of your Functional Skills provision throughout Sunderland, South Tyneside and County Durham, demonstrating intent, implementation, and impact mapped against local needs.**

- Deliver engaging and relevant sessions to participants
- Ensure delivery of your Functional Skills provision clearly evidences the intent, implementation, and impact of the curriculum area
- Support in the development of partnerships with employers, local authority, voluntary and community organisations to add value to community, adult, and youth 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.
- Deliver, as required, including after school and holiday activities.
- Develop relationships with participants, ensuring a safe and conducive environment for learning
- 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
- 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
- Ensure your delivery is inline with the Quality Manual
- Attend staff training, delivered on a weekly basis
- Ensure own targets are met
- Collaborate with stakeholders when required to ensure we meet the needs of donors and partner organisation
- Support in the development of a robust curriculum for Functional Skills, including measuring and recording intent, implementation, and impact





**2. Ensure compliance of your own delivery, including MIS (Management Information Systems), Audit, Quality, and Curriculum design.**

- Ensure all data management systems are updated with your lesson and learner information, including but not limited to Views, Salesforce, Pics, SharePoint
- Support in ensuring exams follow the funding guidelines and ensure exams are planned at the appropriate times for your learners
- 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. Plan the delivery of your own Functional Skills provision, ensuring your own contractual KPIs are achieved, including learner Starts, Attendance, Achievement, and Positive Destinations.**

- 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.
- Ensure to deliver robust initial assessment sessions to accurately refer learners onto the most appropriate programme
- Support in the gathering and tracking of learner data, ensuring your programmes achieve the KPIs for Starts, Attendance, Achievement, and Positive Destinations



**Other duties**

- Support the wider Foundation team in other activities
- Identify PR opportunities and case studies
- Plan and implement the delivery of youth and adult employability and skills provision as and when required (outside of Functional Skills)
- Ensure to follow updated government guidelines on the delivery of Post 16 Functional Skills and GCSE

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
- Embed EDI 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 always met
- 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 Foundation's policies and procedures at all times





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**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: March 2025





## PERSONAL SPECIFICATION

Requirement	Essential (E) or Desirable (D)	How Assessed (CV, Interview, Observation)
<b>Skills and Abilities:</b>		
Coaching	E	CV
Mentoring	E	CV
Delivering post 16 education and training	E	CV
Curriculum Design	D	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
<b>Personal Attributes:</b>		
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
<b>Knowledge and Understanding:</b>		
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	D	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





<b>Experience:</b>		
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
<b>Qualifications (or equivalent):</b>		
<b>Other:</b>		
First Aid	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	D	CV
Level 4 IQA Qualification	D	CV
Driving Licence	E	CV
GCSE Mathematics and English at grade C or above	E	CV
Maths or English Specialism at Level 4 or above	E	CV



# STAFF BENEFITS

 **YEARLY EYE TESTS**



**CHRISTMAS SHOPPING DAY**



**STAFF PENSION**

**ACCESS TO HEALTH ASSURED HEALTH CARE SERVICE**



**CYCLE TO WORK 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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