



**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.

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



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



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



20

FOUNDATION OF LIGHT

“

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

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

Job Title	SEN and Disability Coordinator
Job Holder	TBC
Responsible to:	Education Manager
Responsible for:	SEND Coach
Hours:	35
Salary Band:	£27,000 - £28,000

Main Duties:	<ol style="list-style-type: none">1. To manage, plan, coordinate and implement the SEND sport and education provision to achieve all targets across the geographical areas of Sunderland, South Tyneside and County Durham.2. To line manage and develop staff to deliver an outstanding SEND provision.3. To manage relationships with stakeholders in the SEND sector4. To ensure compliance for SEND programmes
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- 1. To manage, plan, coordinate and implement the SEND sport and education provision to achieve all targets across the geographical areas of Sunderland, South Tyneside and County Durham**

Business Development

- Be innovative in creating new opportunities for children and adults with SEND including but not limited to competitions, festivals, events, and curriculum delivery.
- Increase the number of SEND schools that engage with the FoL.
- Achieve year-on-year growth of income.

Programme Management

- Work alongside Coordinators from other teams to ensure effective high-level delivery for SEND programmes, as well as for FoL programmes, including organising cover for all sessions and maximising staff utilisation.
- Organise the calendar of SEND festivals, events and competitions.
- Work within the established administrative and financial systems to ensure smooth running of programmes.

Delivery

- Produce appropriate session plans linked to the national curriculum where applicable for SEND.
- Deliver a range of education, PE and sport programmes to children, young people, and adults within schools and community settings including evenings, weekend and holidays.
- Keep up to date with current education policy relevant to SEND and its implications for delivery.
- Deliver Teacher/Coach training and CPD activities for internal staff and external partners.

Finance

- Write funding bids and all required funder reports.
- Manage the SEND team, ensuring that all financial targets are achieved and is delivered to the budget



2. To line manage and develop staff to deliver an outstanding SEND provision

Staff management

- Line Manage the SEN and Disability delivery staff.
- Meet all HR requirements expected of a line manager
- Deliver internal CPD to ensure the Foundation of Light have a strong knowledge and understanding of working with children and adults with SEN and Disabilities.

Monitoring & Evaluation

- Identify PR opportunities and case studies.
- Complete and keep up to date: monthly reports, dashboards, traffic lights and development plans as required.
- Contribute to reporting that demonstrates the Impact of SEND programmes
- Ensure that termly Impact surveys are completed.
- Support the objectives and aims of the Foundation of Light, and associated companies as relevant, as provided in the Business Plans.

Quality Management

- Contribute to the annual Programme Self-Assessment process.
- Conduct regular staff observations and implement development plans.
- Contribute to wider FoL staff training and CPD activities.

3. To manage relationships with stakeholders in the SEND sector

- Grow our network of SEND organisations at local, regional and national level
- Establish the Foundation of Light's reputation as a high-level provider of SEND provision.
- Liaise with current partners, venues, schools and club staff in a professional manner
- Identify and source new opportunities that benefit the Foundation of Light programmes
- Keep up to date with relevant developments in your curriculum area, geographic location and the third sector
- Create links to external organisations to enhance and link to programme outcomes and targets.

4. To ensure all compliance requirements are met for SEND programmes

- Manage specific contracts as applicable and ensure third party agreements, service level agreements and equivalent are in place.
- Ensure all SEND delivery meets safeguarding, GDPR and Health & Safety requirements, including having up-to-date risk assessments, lesson files and session plans in place.

**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 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 internal working groups as required.
- Ensure all mandatory training requirements are achieved and kept up-to-date.
- Attend CPD sessions as required to maintain knowledge and skills for the role.
- 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.
- Complete all required reporting including safeguarding, GDPR, Incident, Accident and Near-Miss forms.

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.

**PERSONAL SPECIFICATION**

Requirement	Essential (E) or Desirable (D)	
Skills and Abilities:		
Communication, oral and written	E	CV/ I/ O
Planning and Organisation	E	CV
Mentoring	D	CV
Teamwork	E	CV
Ability to work on own initiative	E	CV
Interpersonal	E	CV/I/O
Conflict handling and resolution	E	CV/I
Creativity and imagination relevant to the workplace	E	CV/ I
ICT and administration	E	CV
Ability to work under pressure and to tight deadlines	E	CV
Application and funding bid writing	E	CV/I
Group work facilitation	E	CV/ I
Informal tutoring	E	CV
Multi- Tasking	E	CV/ I
Managing people	E	CV/ I
Personal Attributes:		
Self-motivated, able to use own initiative, confident and persistent	E	CV/ I
Commitment to the Foundation of Light's objectives and values	E	CV/ I/ O
Positive and enthusiastic	E	CV/ I/ O
Punctual and reliable	E	CV/ I/ O
Commitment to personal and professional development	E	CV/I
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
Able to work in the evenings and at weekends	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/I
Current driving licence	E	CV/I
Knowledge and Understanding:		
Sound knowledge of the National Curriculum and its SEND requirements	E	CV/ I/ O
Sound knowledge of NGB (National Governing Bodies)	E	CV/ I/ O
Sound knowledge of current coaching techniques for SEND participants	E	CV/ I/ O



Sound knowledge of teaching and learning for SEND pupils in Primary, Secondary and SEN Schools	E	CV/ I/ O
Safeguarding	E	CV/ I
First Aid	E	CV/ I
FA Standard Marks for SEND	E	CV/ I
Football and other sports leagues (including Junior)	E	CV/ I
Working with people living with SEND	E	CV/ I/ O
Understanding:		
Delivery of exceptional customer service	E	CV/ I
Of the levels, abilities and ages of SEND participants	E	CV/ I
Of the need to work flexible hours to meet the needs of the charity	E	CV/ I
Commercial requirements of the organisation	D	CV/ I
Workplace behaviours and conduct	E	CV/ I
Of Observation and Appraisal process	E	CV/ I
Experience:		
Minimum of two years teaching/coaching with SEND participants	E	CV/ I
Meeting targets in the workplace	E	CV/ I
Line Managing staff	E	CV/ I
Working alongside funders, partners and schools	E	CV/ I
Effective relationship management with local and/or national stakeholders in SEND	E	CV/ I
Experience of successful income generation	E	CV/ I
Planning and working to budgets	E	CV/ I
Monitoring and evaluation processes	E	CV/ I
Qualifications (or recognised equivalent):		
*Must have either one of the coaching or teaching qualifications		
Coaching:		
National Governing Body Level 2 Coaching qualification	E*	CV/ I
Industry Recognised Level 2 qualification in sport	D	CV/ I
FA Coaching Level 1	D	CV/ I
AfPE qualification	D	CV/ I
FA Coaching Disabled Footballers	E	CV/ I
Teaching:		CV/ I
Teaching/tutoring qualification	E*	CV/ I
Other:		
Emergency First Aid	E	CV/ I
Safeguarding certificate	E	CV/ I
GCSE Maths and English at grade C/grade 4 or above	E	CV/ I
Driving Licence	E	CV/ I



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



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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