



**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.

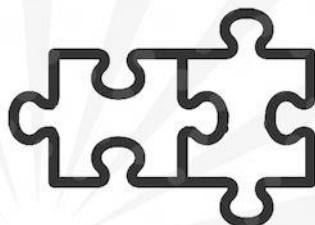
We use our position as an unparalleled route into traditionally 'hard to reach' communities – involving, educating and inspiring. We work across four industries – education and skills, sport and play, health and wellbeing and youth and community learning.



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.



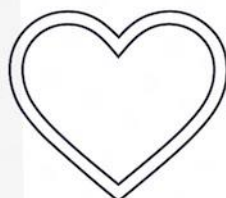
Excellence

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.

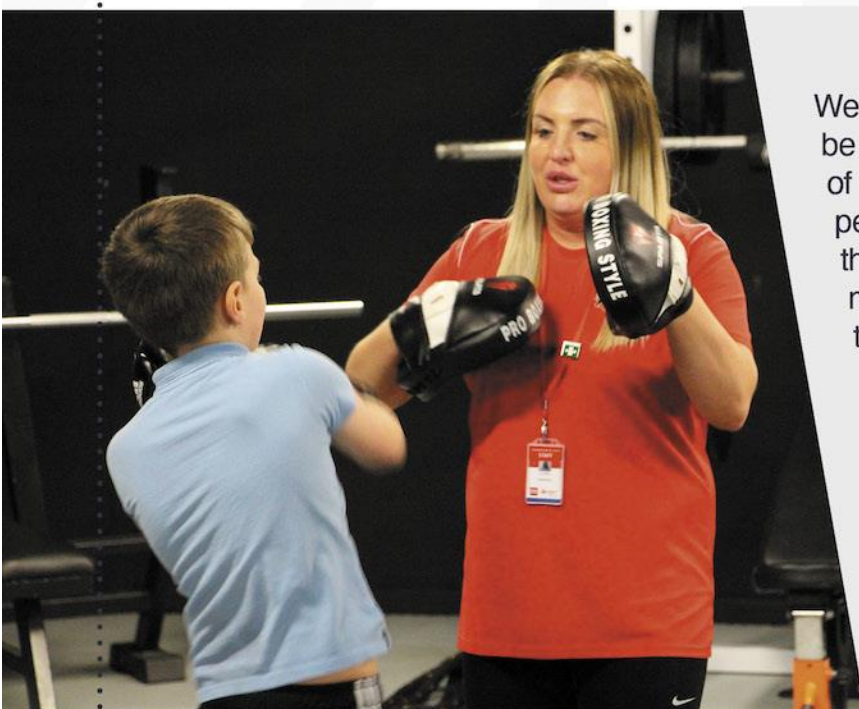
Our **sport and play** programmes cater for young children aged from 18 months (Little Dribblers) to adults aged over 55 (our Extra Time Hubs). We encourage people of all ages to keep active, develop skills and live more fulfilling lives.

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



CHARITY
LEADER
OF THE
YEAR

CEO
AWARDED
OBE

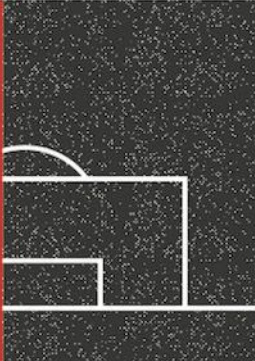
2015

**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**



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

20

FOUNDATION OF LIGHT

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

Job Title	Post-16 Football Scholarship Lead Coach (Male Pathway)
Job Holder	
Responsible to:	FiTC (Football) Manager
Responsible for:	Post-16 Football Scholarship National Programme. Post-16 Football Scholarship Regional Programme
Hours:	40
Salary Band:	£26,000 - £27,500

Main Duties:	1. To deliver and implement the Post 16 Football Scholarship Programmes – ensuring excellent delivery, student retention and recruitment, and quality management.
	2. To develop and implement the Post-16 Football Scholarship Player Care Model – in collaboration with the other Scholarship Head Coaches, to build upon, and expand, the pilot programme.
	3. Complete all management tasks – including Line Management, IMPACT & Evaluation Framework and Reporting.

1. To deliver and implement the Post 16 Football Scholarship Programme – ensuring excellent delivery, student retention and recruitment, and quality management.

Excellent Delivery

- Ensure the Scholarship Post-16 Football student-athletes receive a high-quality football and education experience
- Plan and delivery high-quality coaching sessions – meeting the needs of the student-athletes and the programme.
- Complete Coaching Block Reviews – ensuring completion of all paperwork, reflecting upon own performance and developing schemes of work to meet the needs of the student-athletes.
- Support Coaches to ensure excellent delivery across the programme – supporting with observations, supporting the development of CPD programmes and ensuring the implementation of the Coaches iBook with Coaches.
- Ensure the effective delivery of the Games programme – managing the administration requirements of the leagues, ensuring staffing and transport for all games and organising for match officials.
- Maintain an effective working relationship with the relevant external education and sport staff
- Provide support to the relevant education delivery staff (including academic study, well-being and post-Scholarship education and career pathways).
- Ensure the football programme meets the requirements of external funding bodies SLAs (including meeting OFSTED requirements) and operates within the expected code of conduct for Foundation programmes

Student Retention & Recruitment

- Meet, and exceed where possible, the agreed targets for recruitment of new Scholarship Post-16 Football student-athletes



- Create and manage effective relationships with all key external partners to support recruitment into the Scholarship Post-16 Football and Foundation
- Ensure student-athletes are supported in their development – ensuring completion of the Players iBook and other ILP related documents and meeting with student-athletes regularly to discuss their progress and development needs.
- Communicate and liaise on a regular basis with parents and student-athletes
- Be innovative in creating new opportunities for young people through building positive relationships
- Support the implementation of the Post-16 Football Scholarship Marketing & Communications Plan to raise awareness of the programme and drive interest.

Quality Management

- Ensure that the Post-16 Quality Management framework is implemented fully – including student-athlete feedback, the Players Leadership Committee and Self-Assessment Reviews.
- Ensures the Foundation IMPACT strategy is fully implemented – with all data collected and reports completed within agreed timescales.
- Use information collected from Quality Management Interventions to develop and implement actions plans to improve the delivery of the programme.
- Responsible for providing a safe and positive environment for all student-athletes. This includes conducting Risk Assessments and dealing effectively with Safeguarding and Welfare issues and Incidents and Accidents.
- Compliance with all Foundation, and relevant funding bodies, health & safety and safeguarding requirements.
- Achieve agreed KPIs, including the agreed target for recruitment and retention.

2. To develop and implement the Post-16 Football Scholarship Player Care Model – in collaboration with the other Scholarship Head Coaches, to build upon, and expand, the pilot programme.

In collaboration with the other Scholarship Lead Coaches,

- Meet the agreed retention targets for Scholarship students – student-athletes completing the academic year + students progressing from Year 1 to Year 2
- Plan, develop, implement and evaluate a Player Care programme for all Scholarship Student-Athletes
- Organise life skills workshops for all players.
- Hold regular meetings with players to support lifestyle management and personal development.
- Support players with their transitions into and out of the Scholarship programme.
- Facilitate feedback from players and parents to contribute to the development of the programme.
- Develop and Implement an IMPACT & Evaluation Strategy to demonstrate the effectiveness of the programme.



3. Complete all management tasks – including Line Management, IMPACT & Evaluation Framework, and Reporting.

Line Management

- Line Management of Scholarship coaching staff and ensure all duties and responsibilities expected of a line manager are met
- Support Scholarship Coaching Staff to ensure excellent delivery – regular catch ups, coaching observations, mentorship, CPD opportunities and ensuring compliance with Coaching Block Reviews.

Impact & Evaluation

- Ensure that the Post-16 Quality Management framework is implemented fully – including student-athlete feedback, the Players Leadership Committee and Self-Assessment Reviews.
- Ensures the Foundation IMPACT strategy is fully implemented – with all data collected and reports completed within agreed timescales.
- Use information collected from Quality Management Interventions to develop and implement actions plans to improve the delivery of the programme.
- Contribute to the Self-Assessment process and work to the agreed objectives for your team and the organisation

Health & Safety

- Ensure all Risk Assessments are in place for sessions/activities and that control measures are actioned/being followed.
- Ensure that all student-athletes have a current Consent Form completed (completed annually)
- Complete accident / incident forms where required
- Complete Travel Pack information for all Away Games / Trips – within timescales outlined.

Finance

- Work within the established financial systems to ensure smooth running and quality of the programme
- Support FiTC (Football) Manager to ensure budgets are met and to support the development of annual budget plans.
- Secure as much Gift in Kind as possible (sponsorship, giveaways etc.)

Reporting

- Produce accurate ad hoc reports as requested
- Answer internal and external queries in relation to your role in a timely and professional manner
- Ensure databases are updated on a regular basis with correct information (including Views, and student registers)
- Complete and keep up to date: monthly reports (including dashboards), quarterly pro-v-act statistics, traffic lights and development plans as required
- Identify PR opportunities and case studies

**Planning & Development**

- Contribute to the processes of forward planning and development of programmes.
- Support the objectives and aims of the Foundation of Light, and associated companies as relevant, as provided in the Business Plans
- Identify and source new opportunities that benefit the Foundation of Light programmes
- Support the development of annual Development Plan for Post-16 Football Scholarship – identifying areas for development/improvement within existing provision and identifying areas of growth into new provision.

Other duties:

You may 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
- 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
- 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

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:	
Coaching	E
Mentoring	D
Informal tutoring	D
Communication, oral and written	E
Planning and control	E
Team work	E
Work on own initiative	E
Interpersonal	E
Conflict handling and resolution	E
Creativity and imagination relevant to the workplace	E
ICT and administration	D
Ability to work under pressure and to tight deadlines	E
Application and funding bid writing	D
Group work facilitation	E
Multi-tasking	D
Managing people	E
Qualities:	
Commitment	E
Flexibility	E
Honesty and trustworthiness	E
Motivation and enthusiasm	E
Patience and diplomacy	E
Persistence in the workplace	E
Determination to succeed and meet targets	E
Commitment to equality and diversity, safeguarding and health and safety	E
Flexible approach to working hours	E
Knowledge:	
Sound knowledge of the National Curriculum	D
Sound knowledge of NGBs	E
Sound knowledge of current coaching techniques	E
Safeguarding	E
First Aid	E
Charter Standard	E
Football and other sports leagues (including Junior)	E
Working with people living with SEND	E
Understanding:	
Delivery of exceptional customer service	E
Of the levels, abilities and ages of participants worked with	E
Of the need to work flexible hours to meet the needs of the charity	E
Commerciality	D
Workplace behaviours and conduct	E
Experience:	
Minimum of two years teaching/coaching etc.	E
Planning and working to budgets	E
Meeting targets in the workplace	E
Monitoring and evaluation mechanisms	E



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Qualifications (or recognised equivalent):	
Coaching:	
UEFA A or working towards	D
UEFA B or working towards	E
FA Coaching Level 2	E
AfPE qualification	D
FA Coaching Disabled Footballers	E
Teaching:	
Teaching/tutoring qualification	D
Other:	
First Aid	E
Driving Licence	E
Valid FA Coach Licence	E

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



**FOUNDATION
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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
SR5 1SN | T: 0191 563 4777 | Registered Charity No.1089333



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