



**FOUNDATION  
OF LIGHT**

THE WORLD AT YOUR FEET

# Foundation of Light Recruitment Pack

Role                      Employability Coach  
Location:                Tyne and Wear  
Salary:                    £23,790 - £27,000  
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.

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### 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.

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### 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

<b>Job Title</b>	Employability Coach
<b>Job Holder</b>	TBC
<b>Responsible to:</b>	Life and Employability Skills Manager
<b>Responsible for:</b>	N/A
<b>Hours:</b>	35hrs
<b>Salary Band:</b>	£23,790 - £27,000

<b>Main Duties:</b>	<ol style="list-style-type: none"><li>1. Delivering specific operational / delivery tasks</li><li>2. Following procedures and reporting issues</li><li>3. Building relationships</li></ol>
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### 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 (including both mentoring and group employability sessions)
- Deliver both mentoring sessions from those most economically inactive through to participants in current employment
- Ensure delivery of your Employability's 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
- Ensure your delivery is inline with the Quality Manual
- Support in the development of a robust curriculum for Employability, including measuring and recording intent, implementation, and impact
- 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:

- Attend staff training, delivered on a weekly basis
- Ensure own targets are met
- Following procedures and reporting issues
- Ensure all data management systems are updated with your lesson and learner information, including but not limited to Views, Salesforce, Pics, SharePoint
- 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 DWP, Housing, employers, local authority, voluntary and community organisations to add value to Employability 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.
- 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
- 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
- Have regular and accurate communication methods with peers and all stakeholders
- 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

### 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:**

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)
<b>Skills and Abilities:</b>		
Coaching	E	CV
Mentoring	E	CV
Delivering post 16 education and training	D	CV
Curriculum Design	D	I
Ability to manage own timetable to meet contractual requirements	E	I
Financial Control	D	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
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	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
Minimum of two years mentoring experience	D	CV
Meeting targets in the workplace	E	CV
Monitoring and evaluation mechanisms	D	CV
<b>Qualifications (or equivalent):</b>		
First Aid (must be willing to work towards)	E	CV
Level 4 Education and Training Qualification or above	D	CV
Level 3 Vocational Qualification or above	D	CV
Level 3 Assessors Qualification	D	CV
Level 2 IAG (if not then willing to work towards is essential)	D	CV
Level 4 IQA Qualification	D	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**