



**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.



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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 **16+** 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 **16,000** young people making safer and healthier choices from our programmes

We've upskilled nearly **1,500** young people and adults, supported over **600** participants in their employment journey and helped secure nearly 100 jobs

Over **10,000** volunteering hours

Over **250** aged over-55 access our five day a week programme of activities

Over **20,000** people who we have worked with have improved their physical health with 14,000 also improving their mental wellbeing

OUR HISTORY





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“

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

”



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THE ROLE

JOB DESCRIPTION

| | |
|-------------------------|-------------------------|
| Job Title | People Manager |
| Job Holder | TBC |
| Responsible to: | Chief Financial Officer |
| Responsible for: | Volunteer Officer |
| Hours: | 35 hour per week |
| Salary Band: | £28,000 - £34,000 |

| | |
|---------------------|---|
| Main Duties: | <ol style="list-style-type: none">1. Managing resources to deliver projects or programmes2. Operational planning and day-to-day performance management3. Monitoring budgets and outputs within area4. Support compliance |
|---------------------|---|

1. Managing teams resources to deliver HR related projects

Provide leadership and support to direct reports to ensure high standards of delivery across all projects. Champion an inclusive, motivating team environment across the business.

Key Responsibilities include:

- Support professional growth through monitoring regular 1:1s, appraisals, and coaching.
- Lead on workforce planning, recruitment, onboarding, and succession planning to attract and retain talent.
- Allocate resources effectively to deliver on KPIs and stakeholder expectations.
- Encourage cross-functional collaboration and promote high staff morale.
- Embed organisational values into team culture and service delivery.
- Work with the finance team to administer payroll, and benefits.
- Liaise with the Club's HR team to support strategic decision making.

2. Operational planning and day-to-day performance management

Ensure robust operational planning and management of day-to-day service delivery through consistent performance oversight, communication, and process improvement.

Key Responsibilities include:

- Translate strategic goals into clear plans and individual objectives.
- Monitor team output and adapt priorities in line with changing needs.
- Identify training needs and support ongoing professional development.
- Manage employee relations and handle performance concerns constructively and in line with HR procedures.
- Promote staff wellbeing and support flexible working practices where appropriate.



3. Monitoring budgets and outputs within area

Ensure financial and output targets are met through effective planning, monitoring, and evaluation.

Key Responsibilities include:

- Implement HR strategies aligned to strategy
- Support budget planning and monitor spend against forecasts.
- Track performance against KPIs.
- Provide timely reports to management, funders, and Trustees.
- Identify and act on risks or underperformance early.
- Implement value-for-money principles in all operations.

4. Support compliance

Maintain a safe, compliant, and data-led working environment in line with Foundation policies and external requirements.

Key Responsibilities include:

- Ensure all departmental activity complies with Foundation policies and relevant legislation, including safeguarding, GDPR, health and safety, and equality and diversity.
- Manage the PeopleHR systems and its efficiency amongst employees.
- Ensure employees have completed mandatory training and records are uploaded to PeopleHR
- Maintain accurate records and support reporting to regulators, funders, Exec team and Trustees as required.
- Conduct regular audits of programme delivery, working environments, and data systems.

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:

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.

**PERSONAL SPECIFICATION**

| Requirement | Essential (E) or Desirable (D) | How Assessed (CV, Interview, Observation) |
|--|--------------------------------|---|
| Skills and Abilities: | | |
| Excellent communication and interpersonal skills | E | CV, I |
| Ability to lead, inspire, and manage people effectively | E | CV, I |
| Organised, able to plan, prioritise and meet deadlines | E | CV/APPLICATION |
| Strong decision-making and conflict resolution skills | E | CV/APPLICATION |
| Strong IT/admin skills, including use of HR systems | E | CV/APPLICATION |
| Group facilitation and team development | E | CV/APPLICATION |
| Ability to work independently and collaboratively | E | CV/APPLICATION |
| Budget tracking and resource planning | D | CV/APPLICATION |
| Personal Attributes: | | |
| Commitment to Foundation values and mission | E | I |
| Self-motivated, confident, and resilient | E | I |
| Flexible, positive attitude to change | E | I |
| High personal standards and attention to detail | E | I |
| High level of emotional intelligence | E | I |
| Proactive and self-motivated, with a strong sense of initiative and ownership. | E | I |
| Collaborative and team-oriented, with the ability to work effectively across departments | E | I |
| Adaptable and resilient in a fast-paced, changing environment. | E | I |
| High level of integrity, professionalism, and confidentiality. | E | I |
| Knowledge and Understanding: | | |
| Employment legislation and HR practices | D | CV, I |
| Safeguarding and GDPR | E | CV, I |
| Staff wellbeing and inclusion strategies | D | I |
| Organisational dynamics and team development | E | I |
| Ability to manage sensitive situations with discretion and confidentiality | E | CV/APPLICATION |



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| Experience: | | |
|---|---|----------------|
| 3+ years in a senior or people management role | E | CV/APPLICATION |
| Conducting appraisals, disciplinaries, complex employee relation issues, coaching | E | CV/APPLICATION |
| Experience in implementing HR policies and procedures | E | CV/APPLICATION |
| Experience in recruitment, including safer recruitment and onboarding | E | CV/APPLICATION |
| Use of HR Data systems | E | CV/APPLICATION |
| Working within the charity, education, or public sector | D | CV/APPLICATION |
| Budget management and reporting | D | CV/APPLICATION |
| Qualifications (or equivalent): | | |
| Degree or equivalent experience | E | CV/APPLICATION |
| HR qualification (e.g., CIPD Level 5/7) | E | CV/APPLICATION |
| GCSE or equivalent in Maths and English | E | CV/APPLICATION |
| Driving licence and access to transport | D | CV/APPLICATION |
| Evidence of commitment to continuous professional development | E | CV/APPLICATION |



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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Foundation of Light | Beacon of Light | Stadium Park | Sunderland
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