



**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.

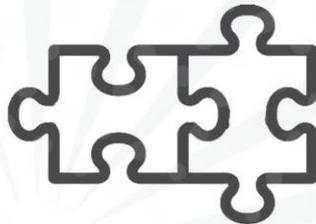
We use our position as an unparalleled route into traditionally 'hard to reach' communities – involving, educating and inspiring. We work across four industries – education and skills, sport and play, health and wellbeing and youth and community learning.



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.



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

<p>2001</p> <p>FOUNDATION OF LIGHT FOUNDED BY SIR BOB MURRAY CBE OUT OF SAFECOMMUNITY PROGRAMME</p>		<p></p> <p>BEGINNING THE WORK WITH TEENAGERS, TAKING THE FOUNDATION INTO THE COMMUNITY</p>		<p>2004</p> <p>OUR FIRST HOME, 'CENTRE OF LIGHT' OPENS</p> <p>OFFICIALLY OPENED BY COUNTESS OF WESSEX GCVO</p>	
	<p>2003</p> <p>STARTED WORKING WITH FAMILIES</p> <p>ESTABLISHING FAMILY LEARNING THROUGH FOOTBALL PROGRAMME</p>			<p>EVERY CHILD DESERVES A CHANCE AT A GOOD EDUCATION</p> <p>PITSTOP EDUCATION PROGRAMME LAUNCHED IN 2006</p>	

<p>1,000TH PRIMARY SCHOOL EDUCATION SESSION HELD</p> <p>2008</p>			<p>FOOTBALL FOR THE VERY YOUNG</p> <p>OUR LITTLE DRIBBLERS PROGRAMME WAS ESTABLISHED IN 2010 WORKING WITH CHILDREN AS YOUNG AS TWO</p> <p>2010</p>	<p>EXTENDED OUR EDUCATION REACH</p> <p>2011</p> <p>BY BECOMING AN EFMD ACCREDITED CENTRE AND DELIVERING NATIONALLY RECOGNISED QUALIFICATIONS</p>	<p>HELPING MORE FAMILIES</p> <p>2012 </p> <p>LEARN WHERE YOU ARE AWARD FOR FAMILY LEARNING</p>
	<p> 2009</p> <p>CHILDREN AND YOUNG PEOPLE NOW AWARDS, LEARNING WINNER</p> <p>PITSTOP EDUCATION PROGRAMME</p>		<p>HIGH SHERIFF AWARD WINNERS FOR GREAT AND VALUABLE SERVICES TO THE COMMUNITY</p> <p>WINNERS IN 2010 AND 2011</p>		<p>HEALTHY EATING FOR ALL THE FAMILY.</p> <p>LAUNCHED PARTNERSHIP WITH JAMIE OLIVER FOOD FOUNDATION IN 2014</p>



CHARITY LEADER OF THE YEAR
CEO AWARDED OBE
2015

DOUBLE CELEBRATION FOR THE FOUNDATION

WELL DONE LESLEY SPUHLER OBE, CHIEF EXECUTIVE FOUNDATION OF LIGHT

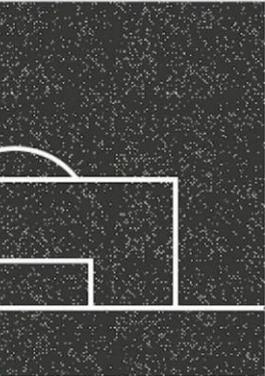
2016

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

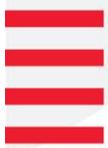


“

I love been able to go out into the community meet different people and organisations.

Susan Kane,
Foundation of Light staff

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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



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



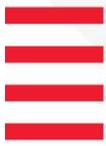
Aim

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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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

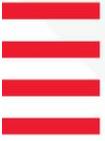


FOUNDATION OF LIGHT

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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	Development Manager
Job Holder	TBC
Responsible to:	Development Director
Responsible for:	N/A
Hours:	35 hours a week
Salary Band:	£27,500 - £34,000

Main Duties:	<ol style="list-style-type: none">1. Support the Development Director in the identification of opportunities, the development and submission of proposals and funding applications.2. Support the sales/development of all fundraising activities at Foundation of Light.3. Manage relationships with existing and new business supporters, ensuring that supporters receive high-quality support.
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1.Support the Development Director in the identification of opportunities, the development and submission of proposals and funding applications.

- Meet targets as set out in the FOL fundraising strategy
- Submit funding bids, sponsorship proposals, contract and other tender opportunities on behalf of the charity
- Support the growth of new income streams, and opportunities for new partnership working with key organisations across all sectors
- Generate new FOL business leads, helping to close the gap between new and repeat business income in the favour of new income
- Develop and grow the FOL membership schemes
- Undertake market research and benchmarking
- Understand and develop new FOL products/CSR packages, for example business training sales and environmental packages
- Develop innovative presentations
- Work with Altruism staff to cross sell products and programmes

2.Support the sales/development of all fundraising activities at Foundation of Light.

- Support with planning, coordinating and delivering upon all fundraising activities at Foundation of Light.
- Identifying and initiating contact with businesses who have not previously supported Foundation of Light, with the aim of generating income through staff-led fundraising; participation in fundraising events and campaigns; corporate sponsorship, membership and donations; and cause-related marketing.
- Managing relationships with existing business supporters, ensuring that supporters receive high-quality support – maximising the money raised alongside their engagement and increasing the likelihood of supporter retention or repeat support.
- Identifying and initiating contact with lapsed business supporters.
- Acting as the main point of contact for all initial incoming enquiries from potential and existing business supporters and responding appropriately.
- Managing all aspects of FOL's existing corporate membership scheme.
- Monitoring all income received from businesses and ensuring that agreed targets are met.
- Proactively identifying opportunities to use corporate volunteers to support FOL's work.
- Achieve Income Targets - ensure financial goals are met through effective sales strategies.
- Sales Pipeline Management - maintain and promote opportunities for sponsorship and partnerships.
- Conduct competitor analysis to enhance our offers and pricing.
- Lead negotiations to overcome barriers and secure sales.
- Identify and apply for opportunities for funding through Trusts & Foundations.
- Identify and implement new commercial opportunities at the Beacon of Light and Foundation of Light.



3. Manage relationships with existing and new business supporters, ensuring that supporters receive high-quality support.

- Build relationships with new and existing partners
- Donor manage some existing partners including producing visibility reports and impact statistics
- Drive growth of those partnerships by understanding best practise and utilising partner expertise
- Where required lead on stakeholder surveys and analysis
- Identify PR opportunities
- Attend networking events, working groups and strategic boards where required

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:

- Be an excellent and engaged member of the Commercial Team
- 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
- 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
- Keep up to date with relevant reports, trends, policies, strategies and practices at local, national and international level
- Produce accurate ad hoc reports as requested
- Contribute to the Self-Assessment process and work to the agreed objectives for your team and the organisation

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.

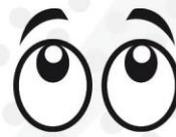


PERSONAL SPECIFICATION

Requirement	Essential (E) or Desirable (D)	How Assessed (CV, Interview, Observation)
Skills and Abilities:		
Communication – oral and written	E	CV
Negotiation	E	I
Story telling	E	I
Presentation	E	I
Interpersonal and relationship building	E	CV
Networking	E	CV
Research, horizon scanning and benchmarking	E	CV
Business intelligence	E	CV
Strategic thinking	D	CV
Time management	E	CV
Event management	D	CV
Personal Attributes:		
Self-motivated, able to use own initiative, confident and persistent	E	CV
Commitment to the Foundation of Light’s objectives and values	E	I
Positive and enthusiastic	E	I
Punctual and reliable	E	I
Commitment to personal and professional development	E	CV
Non-judgemental, open-minded attitude	E	I
Flexibility in working, and positive approach to change	E	CV
Able to work in the evenings and at weekends if required	E	I
Employs a creative and imaginative approach to working (agility)	E	I
Knowledge and Understanding:		
Balance between persistence and pressure	E	I
Motivations for charitable giving	D	CV
Legalities when working for a charity	D	CV
Experience:		
2 years in a similar role	E	CV
Sales	E	CV
Contract management	E	CV
Writing funding applications	E	CV
Qualifications (or equivalent):		
Current driving licence	D	CV



OUR EMPLOYEE BENEFITS



YEARLY EYE TESTS



	26
<i>Holiday</i>	

HOLIDAY PURCHASE SCHEME



CHRISTMAS SHOPPING DAY

ACCESS TO HEALTH ASSURED HEALTH CARE SERVICE



STAFF PENSION



CYCLE2WORK /TEXT SCHEME

10% DISCOUNT



EMPLOYEE SHOPPING DISCOUNT PORTAL



FLEXIBLE WORKING



ACCESS TO HR/ CONSULTANTS OCLUS 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
SR5 1SN | T: 0191 563 4777 | Registered Charity No.1089333

 FoundationofLight