



**FOUNDATION
OF LIGHT**

THE WORLD AT YOUR FEET

Foundation of Light Recruitment Pack

Role TYPE HERE....

Location:

Salary:

Contract:

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.

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.

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

Job Title	Football Programmes Coordinator
Job Holder	
Responsible to:	Football Programmes Manager
Responsible for:	Casual Coaches
Hours:	35
Salary Band:	£26,000 - £27,500

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

Coordinates teams and resources to support the effective delivery of projects and programmes.

Key responsibilities include:

- Coordinate day-to-day activities, logistics and people involved in the project/theme area – ensuring minimum staffing levels
- Support the monitoring of project progress against objectives and timelines
- To develop and implement a project, recruitment and community engagement strategy to recruit and retain young people onto Football programmes.
- Develop partnerships that support recruitment and delivery of the programmes within your remit
- Coordinate high-quality delivery through the development and implementation of a Foundation Phase and Youth Development Phase Curriculum for all Football Programmes – creating and facilitating CPD to support coaches to implement the Curriculum
- Be responsible for the safeguarding of the young people, both participating and working on programme and be responsible for incident management
- Ensure appropriate Risk Assessments are undertaken and be responsible for programme Health and Safety matters
- Support the implementation of the FiTC Football Quality Management Framework – including the delivery of Formal Observations, Quality Visits and Participant Evaluation & Engagement

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

Supports operational planning and monitors day-to-day performance to ensure activities run efficiently.

Key responsibilities include:

- Assist in the planning and delivery of events, workshops and sessions.
- Provide on-site coordination during delivery to ensure sessions run safely and effectively.

- Support data collection, evaluation and reporting processes to evidence impact and outcomes.
- Identify key areas of best practice and areas for development within your own Kicks delivery to ensure the continuous improvement of the Kicks programme
- Ensure the Programme Quality Framework and agreed timetable is embedded throughout Football delivery.
- Actively promote cross department collaboration where appropriate
- Support the implementation of a Coach Development programme for all Foundation staff - Contracted & casual – including Annual CPD programme, Online Coach Development Programme, Individual Coach Development Support & Mentorship
- Deliver upon the Community Coaches Academy – leading the implementation of the Community Sports Leaders Award
- Manage, support and develop Casual Coaches and Volunteers

3. Monitoring budgets and outputs within area

Monitors budgets and outputs to ensure financial control and delivery against plans.

Key responsibilities include:

- Act as a point of contact between internal teams, delivery staff, and external partners.
- Liaise with stakeholders to coordinate logistics, communication and engagement.
- Support collaborative working across Foundation of Light departments to ensure joined-up delivery.
- Ensure that the team is up to date with admin tasks.
- Ensure that staff have regular catch-ups and that these are recorded through the correct channels.
- Create links to external organisations to enhance and link to programme outcomes and targets.

4. Support Compliance

Supports compliance with financial, regulatory, and organisational requirements.

Key responsibilities include:

- Maintain accurate records, registers and databases relating to project activities and participants.
- Support budget tracking, procurement and reporting requirements as directed by the Project Manager.
- Contribute to internal and external reporting, case studies and success stories.
- Carry out appraisal process with staff.
- Ensure that all data monitoring forms are kept up to date.
- Ensure the cover timetable is up to date.
- Write funding bids and impact reports.
- To ensure all monitoring documents are completed and submitted to the Premier League ahead of deadline dates.

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)
Skills and Abilities		
Excellent oral and written communication skills	E	CV / I
Strong planning, organisation, and time management	E	CV / I
Ability to lead, supervise, and motivate staff and coaches	E	I
Strong interpersonal and community engagement skills	E	I
Ability to design and deliver high-quality football sessions	E	I / O
ICT and administrative competence, including reporting systems	E	CV / I
Ability to work under pressure and meet deadlines	E	I
Analytical and problem-solving skills	E	I
Negotiation and partnership-building skills	E	I
Personal Attributes		
Self-motivated, confident, and resilient	E	I
Commitment to Foundation of Light's objectives and values	E	I
Positive, enthusiastic, punctual, and reliable	E	I
Flexible, adaptable, and open-minded	E	I
Commitment to personal and professional development	E	CV / I
Professional, approachable, and participant-focused manner	E	I
Willingness to work evenings, weekends, and school holidays	E	I
Knowledge & Understanding		
Knowledge of grassroots and community football structures	E	I
Understanding of safeguarding, GDPR, and data protection	E	I
Knowledge of FA, Premier League, and EFL Trust programme requirements	E	I
Awareness of issues affecting participation in football and sport	E	I
Familiarity with charity, education, or sport-for-development sectors	D	I
Experience		
Experience managing football or community programmes	E	CV
Experience supervising and developing coaches or staff	E	CV / I
Experience delivering or overseeing football sessions in community/school settings	E	CV / I
Experience of budget monitoring and reporting	E	CV / I
Experience building partnerships with schools, clubs, and football networks	E	I

Experience tracking outcomes and reporting to funders	E	CV / I
Experience in charity, education, or sport sectors	E	CV / I
Qualifications (or equivalent):		
GCSE (or equivalent) in Maths and English	E	CV
FA Level 2/UEFA C coaching qualification (or higher)	E	CV
UEFA B Coaching Qualification	D	CV
Degree (or equivalent professional experience)	D	CV
Full UK driving licence	E	CV
Safeguarding	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**