



**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.

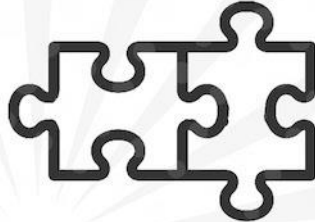
We use our position as an unparalleled route into traditionally 'hard to reach' communities – involving, educating and inspiring. We work across four industries – education and skills, sport and play, health and wellbeing and youth and community learning.



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.

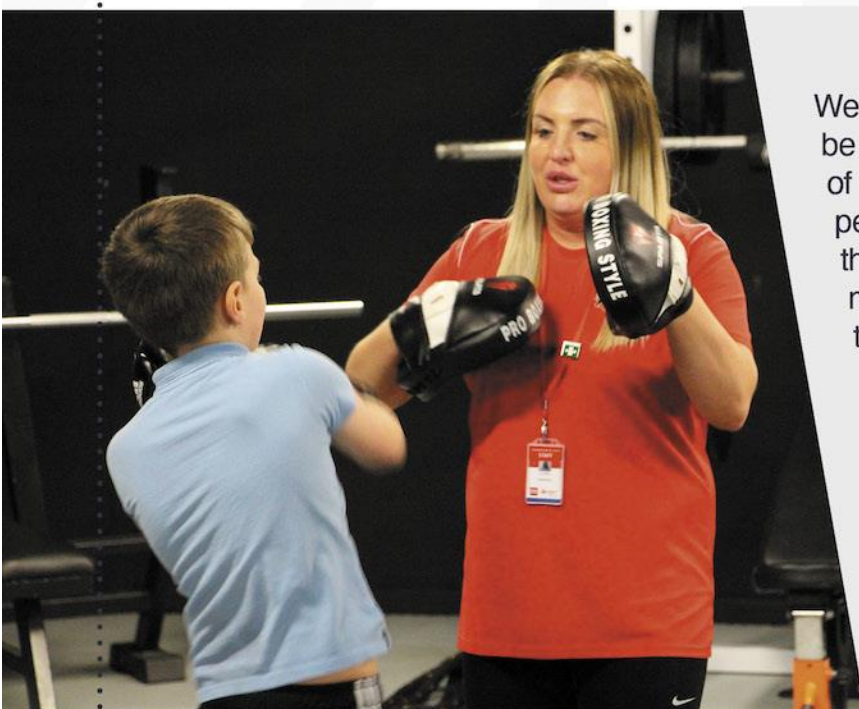
Our **sport and play** programmes cater for young children aged from 18 months (Little Dribblers) to adults aged over 55 (our Extra Time Hubs). We encourage people of all ages to keep active, develop skills and live more fulfilling lives.

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

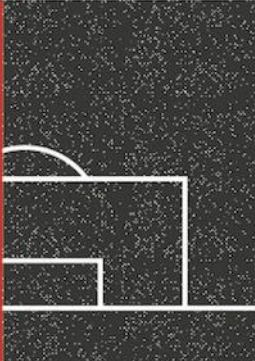
2015

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

PROGRAMMES COMMITTEE

Baroness Estelle Morris	Baroness Tanni Grey-Thompson OBE, DL
Lynda Brown	Joan Atkinson
Audrey Bolam	Toni Rhodes
Ian Green	Sue Brent
Ian Kershaw	Kumareswaradas Ramanathas
Karen Marshall	Gerry Taylor
Denise Taylor	
Jamie Wright	

FINANCE, AUDIT AND RISK

Martin Hibbert
Mark Hetherington
James Martin OBE
Hayley Wardle
Steve Davison

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
Lesley Spuhler OBE, DL
John Wood CBE, DL

ALTRUISM DIRECTORS

The Hon. James Ramsbotham CBE, DL
Stephen Cram CBE
Farooq Hakim
Steven Parker
Darren Bryant
Joanne Corlett
Natasha McDonough

THE ROLE



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UK year of
service



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JOB DESCRIPTION

Job Title	Teaching Assistant – 9-month Placement through NCS Year of Service (15 th April 2024 -15 th January 2025)
Job Holder	(New position)
Responsible to:	Head of Skills
Responsible for:	N/A
Hours:	35 hours per week
Salary Band:	£16,434 actual salary (£21,912 Pro Rata)

Main Duties:	<ol style="list-style-type: none">1. To support Post 16 students in the classroom, by working collaboratively with teaching staff to delivering engaging lessons.2. To ensure all students receive a high-quality curriculum by promoting the ethos, culture and vision of this unique intervention programme. <p>Duties will include opportunities to develop essential skills, such as, supporting, encouraging, and motivating others; providing peer support to participants, to help engage and retain participants. Develop relationships and partnership building skills; working with a variety of partners and to come up with ideas for new connections to other likeminded organisations.</p> <p>This role is funded through UK Year of Service in partnership with NCS and the EFL Trust. UK Year of Service placements offer paid work that pays back. By joining this programme, you'll become part of a member network across the country; all working to gain experience, develop skills and deliver a positive social impact. Find out more here UK Year of Service Paid work that pays back</p>
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1. To support Post 16 pupils in the classroom, by working collaboratively with teaching staff to delivering engaging lessons.

- Attend to student's needs, including the implementation of personal learning programmes that may come from Educational Health Care Plans
- Supervise and support young people in their access of learning.
- Establish good relationships with students, acting as a role model and responding to the needs of each individual student.
- To actively promote inclusive practice within the classroom setting.
- Encourage and support students to engage, interact and participate in class learning activities.
- Provide feedback to students in relation to progress and achievement in collaboration with the wider staff team.
- Create and maintain a purposeful and orderly learning environment.
- Assist in the planning of learning and engagement activities.
- Work collaboratively with staff to identify and promote progress, achievement and barriers to learning.
- Establish constructive relationships with programme partners.
- Provide support in developing and supplying appropriate resources that enhance the delivery of engaging lessons.
- Maintaining professional boundaries.
- Work under the guidance of teaching staff, undertaking support programmes that enable access to learning.
- Focus on encouraging students to actively participate in learning and classroom activities.
- Provide learning support to individuals and groups whilst maintaining the support of the teaching staff.
- Be agile in the approach to ensure you meet the needs of the individuals within the lessons.

2. To ensure all students receive a high-quality curriculum by promoting the ethos, culture and vision of this unique intervention programme.

- Undertake structured and agreed teaching programmes, adjusting activities according to individual pupil requirements and needs.
- Help students to understand guidance and support whilst promoting positive learning behaviours.
- Identify potential barriers to learning which can ultimately lead to a more positive learning experience.
- Support students in the use of technology and develop students' competence and independence in its use.
- Assist in the development of individual education and behaviour plans, setting challenging expectations to achieve learning goals.
- Promote good student conduct, encouraging pupils to take responsibility for their behaviour and actions.
- Prepare and maintain equipment and resources required to meet learning activities and assist students in their use.
- Ensure the policies and procedures of the Foundation of Light are maintained at all times to meet and exceed standards and expectations.
- As a role model for young people, demonstrate positive behaviours whilst working collaboratively to challenge behaviours which are inappropriate.
- Attend regular training opportunities to ensure we are delivering a 'best in class' experience for our young people.
- Assist with the management of students outside the classroom e.g., lunch times, trips etc
- Deliver one to one and group interventions as and when appropriate.
- Encourage a warm friendly and safe environment
- Support the delivery of wider Foundation of Light programmes



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.

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

Supervision and CPD:

The chosen candidate will have a full induction that all our staff receive upon commencing work with us. This includes:

- Introductions with team
- Reporting lines
- Staff Structure
- HR System – Booking annual, calling in sick, claiming expenses etc
- Job role and description overview
- Mandatory CPD & Training – Health & Safety, GDPR, Safeguarding, Equality & Diversity, -- Policies & Procedures Whistleblowing, Operations

The participant will be assigned to a line manager who will ensure the progression, wellbeing and enjoyment of the participant and provide full support for them and their mentors during the duration of employment.

They will receive monthly one-to-ones with their line manager who will identify further training and qualifications which will increase their knowledge, understanding and competence of their job role.

This role is funded through UK Year of Service in partnership with NCS and the EFL Trust. The successful candidate will become a member of the Year of Service Programme UK Year of Service participants will receive 20% off the job training and support. This will include, but not be limited to;

- Club Induction
- Needs analysis, looking at areas the individual will want to develop and improve.
- Access to Skills Builder and Youth Employment
- CPD undertaken as a mandatory element, including Safeguarding, but also awards and qualifications linked to the sector.
- A club mentor/weekly mentoring session
- Reflection and action plan setting - Regular reviews with manager
- Appraisal after 3 months
- Employability skills and job readiness coaching
- Attendance at 2 Member conferences, residential with overnight stay
- Formal and informal training – e.g., coaching qualifications. A digital member hub will provide opportunities for self-directed learning.
- Online Learning Sessions: NCS will deliver online learning and insight sessions





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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:		
Good Numeracy skills	E	A
Good command of written and spoken English	E	A/I
Ability to work under pressure and to tight deadlines	E	I
Confident with presentation and communication skills with the ability to influence, persuade and listen to others effectively	E	I
Personal Attributes:		
Passionate about people and have a genuine respect for views, talents and expertise of others.	E	I
Commitment to the Foundation of Light's objectives and values	E	I
Positive and enthusiastic	E	I
Acts with integrity at all times.		
Punctual and reliable	E	I
A willingness to learn and develop as an individual, through CPD	E	I
Has high aspirations and highest possible standards for young people	E	I
Non-judgemental, open-minded attitude	E	I
Flexibility in working, and positive approach to change	E	I
Employs a creative and imaginative approach to working	E	I
Knowledge and Understanding:		
Willingness to learn and develop skills of working with children and young people with special educational needs and educational health care plans	E	A/I
Willingness to learn and develop skills of for monitoring and recording learner progress, including Individual Learning Plans	D	A/I
Willingness to learn and develop skills of learning styles and the development of young people	E	A/I
Qualifications (or equivalent):		
Willingness to complete a Teaching or Classroom Assistant qualification)	D	A
Willingness to complete Level 2 Functional Skills)	D	A



STAFF BENEFITS

 **YEARLY
EYE TESTS**



**HOLIDAY
PURCHASE
SCHEME**



**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



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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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