



**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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2015

CHARITY LEADER OF THE YEAR
CEO AWARDED OBE

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



20

FOUNDATION OF LIGHT

“

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

”

OUR STRATEGIC ASSETS



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THE WORLD AT YOUR FEET



- ▶ **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	Head of Finance
Job Holder	Vacant
Responsible to:	Chief Financial Officer
Responsible for:	Assistant Accountants
Hours:	35
Salary Band:	£34,000 - £46,500

Main Duties:	<ol style="list-style-type: none">1. Lead the Department2. Translate Strategy into Operational Delivery3. Manage Budgets and Outcomes4. Ensure Compliance and Assurance
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1. Lead the Department

Lead the Foundation's finance function, providing professional leadership, day-to-day oversight, and strategic insight to ensure the financial health and integrity of the organisation.

Responsibilities include:

- Act as the internal adviser to the CEO and Exec team on finance-related matters.
- Promote a culture of continuous improvement, accountability, and high ethical standards.
- Use financial analytics and data to inform strategic planning, monitor trends, and support evidence-based decision making.
- Work with the Head of innovation to lead the evolution of digital finance systems to streamline processes
- Managing the finance team to deliver accurate and timely financial operations, reporting, and support across the organisation.
- Providing leadership and development to finance staff, fostering a culture of continuous improvement and service.
- Acting as a senior point of contact for finance matters across all departments and supporting the CFO in delivering the finance strategy.

2. Translate Strategy into Operational Delivery

Work closely with the CFO and wider leadership team to ensure financial planning, budgeting, and reporting frameworks are aligned to the Foundation's strategic goals and operational needs.

Responsibilities include:

- Leading the development and implementation of annual budgeting and forecasting cycles.
- Translating organisational plans into financial models, resource allocations, and cost controls.
- Supporting decision-making by providing financial insight, scenario analysis, and business partnering across departments.
- Embedding financial systems and processes that enable agile, transparent, and compliant financial operations.
- Liaise with HR to deliver all aspects of payroll.
- Ensure all databases are updated on a regular basis with credible information, particularly Sage, PO System, Agilico and Float.
- Ensure resources are utilised effectively and efficiently



3. Manage Budgets and Outcomes

Ensuring accurate financial reporting, effective budgetary control, and strong financial stewardship across the Foundation. They will work with budget holders to ensure resources are optimised and aligned to key performance outcomes.

Responsibilities include:

- Report to the CEO, Rem and Noms Committee, FAR and Trustees on finance-related metrics, risks, and achievements.
- Provide regular workforce and culture reports to the Executive Leadership Team to support oversight and governance
- Monitoring income and expenditure, ensuring variances are identified, understood, and addressed.
- Preparing monthly management accounts, dashboards, and performance reports for senior leaders and Trustees.
- Supporting project and donor managers with budget setting, claims, and reconciliations.
- Ensuring robust cashflow forecasting, reserves management, and financial sustainability planning.

4. Ensure Compliance and Assurance

Maintain and improve systems of financial control and compliance, ensuring the Foundation meets all statutory, regulatory, and funder requirements.

Responsibilities include:

- Ensure monitoring and evaluation systems such as scorecards and traffic lights are up to date.
- Update the Finance Manual.
- Ensure all departmental activity complies with Foundation policies and relevant legislation, including safeguarding, GDPR, health and safety, and equality and diversity.
- Conduct regular audits and risk assessments of working environments.
- Maintain accurate records and support reporting to regulators, funders, and Trustees as required.
- Support internal audits, evaluations and inspections, responding promptly and effectively to recommendations.
- Ensuring compliance with accounting standards (including SORP), Charity Commission guidance, ONS and Companies House requirements.
- Managing the year-end process, including audit preparation and liaison with external auditors.
- Maintaining robust systems of financial governance, controls, and risk management.
- Supporting procurement and contract processes to ensure value for money and financial due diligence.

**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:

- Contribute actively as a member of the Senior Leadership Team, supporting cross-organisational collaboration and cultural leadership
- Keep up to date with relevant and changes in government policies and strategies
- 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.

**PERSONAL SPECIFICATION**

Requirement	Essential (E) or Desirable (D)	How Assessed (CV, Interview, Practical)
Skills and Abilities:		
Strong financial management skills, including budgeting, forecasting, and financial analysis.	E	CV/APPLICATION
Excellent attention to detail with a high level of accuracy in reporting and data handling.	E	CV/APPLICATION
Ability to develop and maintain robust financial systems, controls and reporting frameworks.	E	CV/APPLICATION
Strong IT skills, including advanced proficiency in Excel and finance software.	E	CV/APPLICATION
Ability to communicate financial information clearly to non-financial stakeholders, including senior leaders and trustees.	E	CV/APPLICATION
Capable of managing competing deadlines and priorities in a fast-paced environment.	E	CV/APPLICATION
Confident in leading a finance team and supporting the development of colleagues.	E	CV/APPLICATION
Personal Attributes:		
High levels of integrity, professionalism and discretion.	E	I
Methodical, analytical and solutions-focused.	E	I
Strong communicator with a collaborative and team-oriented approach.	E	I
Committed to the mission, values and social impact of the Foundation of Light.	E	I
Proactive and able to take initiative while maintaining attention to detail.	E	I
Calm under pressure and confident in decision-making.	E	I
Knowledge and Understanding:		
In-depth knowledge of charity finance regulations, including SORP and fund accounting.	E	CV/APPLICATION
Good understanding of the regulatory and compliance environment for charitable organisations.	E	CV/APPLICATION
Awareness of good practice in internal controls, procurement and financial risk management.	E	CV/APPLICATION
Understanding of the strategic role of finance in organisational sustainability and decision-making.	E	CV/APPLICATION
Familiarity with charity governance and Trustee reporting responsibilities.	E	CV/APPLICATION
Knowledge of the financial challenges and opportunities within the community, education, and/or sports sectors.	E	CV/APPLICATION



Experience:		
Proven experience in a senior finance role, ideally within the charity, education or social enterprise sectors.	E	CV/APPLICATION
Experience in preparing management accounts, annual budgets, cashflow forecasts and financial reports for senior management and boards.	E	CV/APPLICATION
Experience of managing audits and year-end processes, including liaison with auditors and external advisors.	E	CV/APPLICATION
Experience with grant funding, restricted/unrestricted income and donor reporting requirements.	E	CV/APPLICATION
Experience in overseeing payroll, procurement and financial compliance functions.	E	CV/APPLICATION
Experience in supporting organisational strategy and operational planning through financial insight.	E	CV/APPLICATION
Qualifications (or Equivalent):		
Recognised accountancy qualification (e.g. ACA, ACCA, CIMA or equivalent)	E	CV/APPLICATION
Degree-level education	D	CV/APPLICATION
Evidence of continuing professional development	E	CV/APPLICATION
Enhanced DBS check (or willingness to obtain)	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
Office 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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