



**FOUNDATION
OF LIGHT**

THE WORLD AT YOUR FEET

Foundation of Light Recruitment Pack

Role	Facilities and Compliance Manager
Location:	Sunderland
Salary:	£28,000 - £34,000
Contract:	Full Time

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	Facilities & Compliance Manager
Job Holder	Vacant
Responsible to:	Head of Customer Experience and Beacon of Light General Manager
Responsible for:	Duty Managers Sports Assistants
Hours:	35 hour per week
Salary Band:	£28,000 - £34,000

Main Duties:	1. Managing teams and resources to deliver facilities services 2. Operational planning and day-to-day facilities management 3. Monitoring budgets and outputs within area 4. Support compliance and assurance
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1. Managing teams and resources to deliver facilities services

Coordinates facilities staff, contractors and resources to ensure the safe, effective and efficient operation of Foundation of Light sites.

Key Responsibilities include:

- Leading and supporting Duty Managers and Sports Assistants.
- Managing staff rotas and ensuring appropriate operational cover across all sites.
- Undertaking all aspects of people management including inductions, appraisals, return-to-work interviews and training.
- Managing planned preventative maintenance programmes and reactive maintenance activities.
- Coordinating contractors, suppliers and service providers to ensure high standards of service delivery.
- Ensuring all buildings, facilities and equipment remain safe, compliant and fit for purpose.
- Maintaining effective relationships with tenants, partners and stakeholders operating within Foundation premises.
- Supporting and advising on event delivery through appropriate facilities and operational planning.
- Acting as a key point of contact for facilities-related enquiries and operational issues.
- Developing facilities procedures, operational manuals and service standards.
- Monitoring contractor performance and compliance with service level agreements.
- Promoting a culture of safety, continuous improvement and customer-focused service delivery.
- Reacting promptly to facilities operational issues.

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

Supports operational planning and monitors day-to-day facilities performance to ensure buildings and services operate efficiently and effectively.

Key Responsibilities include:

- Managing day-to-day building operations across all Foundation sites.
- Ensuring maintenance schedules, inspections and statutory checks are completed on time.
- Overseeing building security systems, CCTV and access control arrangements in line with GDPR.

- Monitoring cleaning, waste management, grounds maintenance and security services.
- Acting as a lead contact for facilities emergencies and business continuity incidents.
- Managing vehicle servicing, inspections and compliance requirements.
- Conducting regular site inspections and identifying improvement opportunities.
- Supporting energy management, sustainability initiatives and environmental objectives.
- Assisting with facilities projects, refurbishments and improvements.
- Producing facilities performance reports and management information.
- Supporting the Head of Customer Experience and Beacon of Light General Manager in maintaining a safe, welcoming and professional environment.

3. Monitoring budgets and outputs within area

Monitors facilities budgets and outputs to ensure effective financial control and value for money.

Key Responsibilities include:

- Monitoring facilities expenditure against approved budgets.
- Processing quotations and supporting procurement exercises.
- Managing contractor and service provider costs.
- Monitoring facilities KPIs and performance measures.
- Producing facilities dashboards and performance reports.
- Identifying opportunities for efficiencies and cost savings.
- Providing management information to support operational and strategic decision making.
- Supporting the development of annual maintenance and lifecycle plans.
- Monitoring asset performance and replacement requirements.

4. Support compliance

Supports compliance with statutory, regulatory and organisational requirements across Foundation of Light facilities and operations.

Key Responsibilities include:

- Supporting organisational compliance with Health & Safety legislation, fire safety regulations and environmental requirements.
- Take ownership allocated of CCOP reporting; Health & Safety, Risk and Incident Management and Environmental Sustainability.
- Acting as the organisation's lead officer for risk management, compliance registers and statutory records, ensuring they remain accurate, current and fully compliant.
- Conducting regular facilities, health and safety and compliance audits.
- Ensuring mandatory inspections, testing and certifications are completed and recorded.
- Reviewing accidents, incidents and near misses and implementing learning actions.
- Supporting safeguarding, GDPR, equality and diversity and organisational compliance requirements.
- Oversee Yard Nine compliance with all applicable food safety, hygiene, and sanitation standards, ensuring appropriate procedures, inspections, documentation, and corrective actions are consistently maintained.
- Ensuring employees complete mandatory training.
- Supporting emergency planning and business continuity arrangements.
- Preparing compliance reports for senior management and committees.
- Maintaining accurate records and audit trails for all facilities and compliance activities.

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 & Abilities		
Excellent oral and written communication skills	E	CV / I
Strong planning, organisation, and multi-tasking ability	E	CV / I
Ability to lead, supervise, and motivate staff	E	Interview
Ability to manage contractors, suppliers and service level agreements effectively	E	CV / I
Strong facilities and building management skills	E	CV / I
Proficient in ICT and facility management systems	E	CV / I
Competent in administration, data management, and report writing	E	CV / I
Ability to work effectively under pressure and meet tight deadlines	E	I
Analytical, problem-solving, and decision-making skills	E	I
Ability to produce reports, risk assessments and compliance documentation	E	CV / I
Project management and contract management skills	D	CV / I
Negotiation and conflict resolution skills	D	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
Calm and resilient when managing operational incidents or emergencies	E	I
Flexible, adaptable, and open-minded	E	I
Commitment to personal and professional development	E	CV / I
Willingness to work evenings, weekends, and bank holidays	E	I
Professional, approachable, and customer-focused manner	E	I
Ability to build effective working relationships with staff, contractors and partners	E	I
Access to suitable home working space and internet connection	E	CV
Knowledge & Understanding		
Strong knowledge of Health & Safety legislation and best practice	E	CV / I
Understanding of fire safety legislation and emergency procedures	E	CV / I
Knowledge of risk assessment processes and risk management principles	E	CV / I
Understanding of statutory building compliance requirements	E	CV / I
Knowledge of COSHH, RIDDOR and workplace safety requirements	E	CV / I
Understanding of contractor management and procurement processes	E	CV / I
Understanding of safeguarding, GDPR, and data protection	E	I
Understanding of planned preventative maintenance (PPM) programmes	E	CV / I
Awareness of sustainability and environmental management practices	D	CV / I
Understanding of business continuity and emergency planning	D	CV / I
Experience		
Experience of facilities, estates or venue operations management	E	CV
Experience managing operational teams within a multi-use environment	E	CV / I
Experience managing external contractors and suppliers	E	CV / I

Experience of undertaking site inspections, audits and compliance monitoring	E	CV / I
Experience of managing maintenance programmes and asset-related activities	E	CV / I
Experience of health & safety management and incident investigation	E	CV / I
Experience of managing facilities budgets and procurement activities	E	CV / I
Experience producing management reports and performance information	E	CV / I
Experience within a charity, education, leisure, community or sports environment	D	CV
Experience supporting capital projects, refurbishments or building improvements	D	CV
Qualifications		
GCSE (or equivalent) in Maths and English	E	CV
Degree (or equivalent professional experience)	E	CV
IOSH Managing Safely	E	CV
NEBOSH or equivalent Health & Safety qualification	D	CV
First Aid at Work (or willingness to achieve)	E	CV
Full UK driving licence	D	CV

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



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**