

Fast Track Internship

Organisational Development



recruitment@tlg.org.uk

www.tlg.org.uk

01274 900380

Introducing TLG...

Transforming Lives for Good (TLG) is a national charity that helps churches to bring hope and a future for struggling children. That means getting alongside struggling children, providing practical support in and out of school and connecting with home to bring hope and a future.

All over the UK, children are struggling in school for all kinds of reasons and many families are suffering without hope. Nationally, the latest statistics show that:

- Children living in poverty are 4 times more likely to get a permanent exclusion from school
- More than two thirds of the current prison population were excluded from school
- One in six 16-24 year old 'NEETs' (those not in Education, Employment or Training) die within ten years of falling out of the system
- 1.5 million children are entitled to free school meals in the UK

But there is hope.

It comes through the local church making a real difference in their community. TLG is passionate about bringing a practical approach that goes way beyond education and works to build strong connections between local churches, families and schools. At TLG, we have a big vision to make the difference in as many children and families lives as possible. We are transforming lives for good!

Job Description

Location: TLG National Support Centre, Bradford

Salary: National Minimum/Living Wage

Hours: 37.5 per week

Role Context

TLG is a national charity with a Christian ethos, enabling local churches to support struggling children and families. TLG's National Support Centre is our head office, where our national projects are supported by various teams, including finance, HR, communications and fundraising.

As an intern on the Organisational Development route, you'll be placed in a key role in one of variety of teams across TLG National Support: Partnerships, Early Intervention, Education Centre Development, Fundraising, Communications or Operations. Your role will be dynamics, incorporating a wide variety of tasks and requiring a combination of relational and administrative skills to support your chosen team. You'll work across the whole of TLG, collaborating with all staff and managers to fulfil the requirements of the role. You'll also have the opportunity to participate in and lead Christian devotions and prayer meetings, as well as attending staff conferences to enhance the spiritual relationships within the wider TLG team.

You'll have access to TLG's bespoke Fast Track Leadership course, which will support your wider development as a leader as well as your understanding of Third Sector management. You will also be supported by a line manager throughout the year.

Areas of Responsibility

- Responsibility for developing TLG's work across the UK, potentially working with churches and/or supporters within one of TLG's National Support teams.
- A varied role: you may be developing and implementing organisational strategy, taking or making telephone or email enquiries, organising events, and managing key stakeholder relationships with churches, supporters, volunteers or staff.
- There is the possibility to explore roles within different teams at TLG, including Early Intervention, Human Resources, Finance, Fundraising, Communications or Partnerships.
- Participate fully in personal and team development opportunities including training delivered as part of The Fast Track Intern Programme, staff conferences, professional training, and staff meetings.
- Attend, fully participate in and, on occasions, lead daily Christian devotionals and times of worship for the staff team.
- Be aware of the opportunity to participate in residential trips, involving children from the projects that TLG are a part of.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good secondary education including GCSE A*–C grades in English and maths. 	<ul style="list-style-type: none"> • Degree level qualification in a relevant subject.
Skills, Knowledge and Experience	<ul style="list-style-type: none"> • Ability to relate to and communicate with people from a variety of backgrounds and cultures. • Ability to set targets and comfortable working in a target-driven environment. • Excellent written and verbal communication skills. • Ability to manage and input information using electronic (e.g. databases) and paper systems. • Effective organisation skills, with excellent accuracy and attention to detail. • Evidence of good IT skills. • Excellent time-management skills and ability to manage competing priorities, meet tight deadlines, and work well under pressure. • Ability to take responsibility and leadership over specific project areas. • Good problem solving and conflict resolution skills. • Desire to seek and receive feedback, and to act upon it constructively. • Actively support colleagues and build good working relationships at all levels. • Experience of developing and delivering presentations using a variety of media. • Highly effective personal leadership and ability to act as a role model for the culture of excellence and the values of TLG. 	
Christian Lifestyle	<ul style="list-style-type: none"> • Commitment to actively pursue the on-going personal, professional and spiritual development of themselves and colleagues in order to enhance the contribution to TLG. • Attends and participates fully in devotions, prayer meetings and staff conferences to enhance the spiritual relationships within the team. • Able to work sensitively with those of different cultures and faiths, whilst having their own strong and vibrant Christian faith and commitment to Equal Opportunities. • Actively involved in a church congregation. 	

Additional	<ul style="list-style-type: none"> • The applicant lives within a reasonable travelling distance or is happy to relocate. • Flexibility to work some evenings and weekends. • The applicant plays an active part in promoting the work of TLG, including the recruitment of individual regular donors through TLG's Hope Giver scheme. • Complete an enhanced DBS check prior to employment and the disclosure reveals no reason for the applicant being unsuitable to work with young people. • Provide 3 referees - at least one referee needs to represent their Christian commitment. References will be taken up after short listing. • Provide evidence of suitability to work in the UK and appropriate qualifications. • Promote and safeguard the welfare of children and young persons. 	
------------	--	--

Application Process

To find out more and register your interest, please visit www.tlg.org.uk. For further information, please email recruitment@tlg.org.uk or phone 01274 900380.