

Recruitment & Talent Coordinator

Information Pack



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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!

An award-winning culture!

By working at TLG, you'll be part of an organisation that has been recognised nationally as an exceptional place to work. In 2019, we were named the best charity to work for in the UK by the prestigious Sunday Times Best Not-for Profit Organisations to Work For!

This special award highlights all the positives about working at TLG! We love to look after our team and here are some of the great benefits we offer:

- Fun team times away
- Retreat days for all staff
- Generous holidays & flexible working arrangements
- Access to 'The Leadership Track', our 11-month leadership programme led by TLG's core team
- Special recognition & benefits for staff to mark every 5 years at TLG
- Above & Beyond recognition scheme for high-performing staff
- Support for staff: counselling & coaching
- Contributions towards training & professional qualifications

And of course you have the reward of seeing lives changed along the way!

Job Description

Location: TLG National Support Centre, West Yorkshire

Salary: £18,840 – £25,092 (FTE) (Plus up to 10% pension employer contribution.)

Hours: Negotiable. 22.5–37.5 hours per week (including occasional evening and weekend work)

Reporting to: HR Manager

Role Context

At TLG, we're passionate about building an exceptional staff team that love making a difference to struggling children across the UK. As one of the fastest growing Christian charities out there, we are continually on the lookout for great people to join our vision. An exciting new opportunity has arisen for a Recruitment & Talent Coordinator to join TLG. This new opportunity is all about finding exceptional people for our team, people bursting with passion and energy to help struggling children across the UK.

Working within our People & Culture team, this pivotal role will help TLG to focus on developing a diverse and outstanding 'talent pipeline' for all TLG vacancies. Setting TLG apart in reputation and brand, this role will look to accelerate our position in the market as one of the most exciting national charities to work for, attracting particularly those passionate about outworking a missional career.

The ideal candidate will be great at building relationships, persistent in key recruitment approaches to attract great people to TLG and strategic in finding ways to meet the long term needs of TLG through our recruitment efforts. The role will work in partnership with recruiting managers and teams right across the organisation, assessing key needs and ensuring that we champion an inclusive recruitment approach to grow a dynamic team. We are not necessarily looking for an 'expert' in this field but someone who gets the importance of finding great people for TLG to achieve its vision. We're interested in how candidates' experiences or transferable skills will help us deliver on our objectives – so a combination of investigative skills, relational influence and insightful judgement will go far in this new role.

What will the job involve day to day?

Organisational Talent Planning

- Develop TLG's workforce/talent acquisition planning alongside the HR Manager, working closely with managers to understand short and long term strategic aims/needs, ensuring TLG is agile to respond with the right people at the right time.
- Play a key role in shaping our approach to graduate recruitment & apprenticeships.
- Conducting research into talent trends, insights and shifts within the market, to ensure that we are always ahead of the game when attracting the best people.

Growing our pipeline of talent for TLG

- Sourcing and actively identifying the best possible candidates for TLG jobs through developing our recruitment strategies and opportunities.
- Take the lead in utilizing social media and partnerships to build awareness of TLG as an employer of choice for Christian professionals and reach a more diverse pool of talent.

- Lead on in-house search through LinkedIn, generating candidates, key networks and relationships for TLG jobs.
- Work with TLG's communications team & National Development team to promote TLG's employer brand through a variety of activities: job fairs, community events, church visits and Christian festivals/exhibitions.
- Developing and growing our approach to a TLG's 'Job Pipeline' keeping key individuals engaged in opportunities at TLG through creative methods.
- Representing TLG at key networking events, participate in church visits and Christian conference events to promote the opportunities of joining the TLG team.

Play a key role in TLG's recruitment process

- Owning and developing the candidate experience and journey from start to finish, successfully converting candidate to employee through providing excellent first impressions for all TLG job applicants, supervising recruitment enquiries and building key relationships.
- Influence key seats and appointments for TLG through leading the recruitment process alongside the HR Manager, bringing high expectations and excellent insight to help inform managers & church partners in their decision making.
- Reviewing and assessing applications, conducting telephone and face to face interviews alongside coordination of assessment centres.
- Working with the HR Manager to develop effective approaches to job design across TLG.
- Be able to coach line managers through selection and interview processes and improve recruitment practices.
- Be able to work within the parameters of key employment law that inform our approach to recruitment and uphold safer recruitment processes at every opportunity.
- Lead in the development of TLG's Christian ethos and identity through appropriate staff selection and actively engaging and championing our church partners through recruitment processes.
- Provide analysis of advertising and recruitment practices and outcomes to ensure organisational requirements are met, making recommendations for change where necessary.

Implement an inclusive recruitment strategy

- Working with the Director of People & Culture & the HR Manager to implement and review an inclusive recruitment strategy to reach a more diverse talent pool.
- To work in a focused way with key recruiting managers, supporting and advising them through the recruitment lifecycle to ensure an approach to recruitment that builds diversity in the TLG team.
- Establish key relations and attend industry diversity events to learn best practice and build key networks. Keeping up to date with best practices in recruitment in regards to the Diversity and Inclusion agenda.

Additional Responsibilities

- 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.
- Actively promote TLG's regular giving scheme and recruit a number of individuals to become regular 'Hope Givers'.

The ideal candidate will...

- Have an instinct for high expectations & a tenacity to find excellent talent for TLG.
- Be a people person
- Love research and investigative work
- Be passionate about a great candidate experience
- Value and champion diversity
- Be comfortable influencing others to great outcomes and practice.
- Be flexible, responsive and able to adapt quickly.
- Think creatively

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree level qualification • GCSE A* - C grades in English & Maths 	
Skills & Knowledge	<ul style="list-style-type: none"> • Excellent social and communication skills to engage individuals and to achieve the best possible outcomes. • Ability to thrive under pressure, prioritise workload and work to tight deadlines. • Strong preference for investigate / research skills that generate outcomes. • Creativity: ability to think on your feet, problem solve and provide creative solutions • Excellent IT and digital awareness: including working knowledge of Microsoft office applications and variety of social media platforms including Linked In. • Ability to analyse and interpret data & reports. • Ability to maintain confidentiality 	<ul style="list-style-type: none"> • Understanding of the issues that struggling children are facing. • Some insight / experience in recruitment e.g. volunteer recruitment / staff recruitment.
Experience	<ul style="list-style-type: none"> • Ability to lead on critical projects • Proven ability to work as a member of a team in a supportive way. • Experience of proactive problem solving • Proven ability to enhance and develop a high performing / high expectations culture that produces results. 	
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. 	<ul style="list-style-type: none"> • Actively involved in a church congregation.

	<ul style="list-style-type: none"> • 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. 	
Additional	<ul style="list-style-type: none"> • The applicant plays an active part in promoting the work of TLG including the recruitment of individual regular donors through TLG 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. • Obtain a current driving licence & be willing to travel across the UK to lead on staff interview panels. 	

Application Process

All applicants are directed to apply online through our website www.tlg.org.uk.

Please go to our jobs page, and then download the application pack by entering your details. You will then be able to access an online application form which you can work at online at any point, and your details will be saved every time you log off. Please specify clearly how you meet the person specification (using the headings provided in the person specification), with special emphasis on how your faith relates to all aspects of your working life.

If you have any problems with the online application process, please contact recruitment@tlg.org.uk and someone will get back to you as soon as possible.

The deadline for applications is **5pm, Monday 26th August**. Telephone interviews will take place on **Wednesday 28th August** ahead of interviews at TLG National Support Centre (West Yorkshire) on **Monday 9th September**.