

CAREERS AT TLG

TLG transforming
lives for good



Graduate Programme

JOB DESCRIPTION



we are **transforming lives for good**

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!



TLG's culture & values

At TLG, our work is our vocation, giving us a rich sense of purpose. We also believe work can be a great experience and enable people to grow into their full potential. In fact, we are 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 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 staff
- Generous holidays and flexible working arrangements
- Above and beyond recognition for high-performing staff
- Support for staff with counselling and coaching
- Contributions towards training and professional qualifications.

Our Values

Holding to these values is vital in all aspects of our growth.

- **Greater Transformation**
Relentlessly focussed on the main thing (TLG's mission and vision), energised by the challenge, and deliberately missional.
- **Relational Leadership**
Bringing out the 'gold' in others, 'leaning in' when it's relationally tough, and humble yet courageous.
- **Local Church**
Celebrating the Church, grace and patience in partnership, and rooted in the local church community.
- **Excellence Everyday**
Joyfully exceeding expectations, learning from failure, and knowing uncertainty doesn't throw us.
- **Vibrant Faith**
Nurturing our own walk with God, following Jesus together even when it's tough, and realising work is mission – so much more than a job.

Graduate Programme

Location:	TLG's National Support Centre, West Yorkshire (hybrid: minimum 40% office-based including Tuesdays; 60% during probation)
Salary:	£26,190 – £28,328 (with progression beyond this)
Hours:	Full time (37.5 hrs per week)
Reporting to:	Director of Fundraising
Contract:	Fixed-term (18-month contract moving to permanent for the right candidate)

Job Role:

At TLG, we're passionate about building an exceptional staff team that's committed to making a real difference in the lives of struggling children across the UK. We're always on the lookout for great people to journey with us towards our vision, and we're excited to offer a unique opportunity for a motivated and passionate Graduate to join our team.

Our Graduate Programme is designed to accelerate leadership and career development through a unique involvement in key areas of TLG's work. It's a chance to build on your individual passions, skills, and interests while contributing to meaningful change for children and young people. As a Graduate at TLG, you'll gain hands-on experience in the non-profit sector, develop invaluable skills, and play a key role in supporting our impactful programmes.

Although you will be based primarily within our Fundraising & Supporter Engagement team, this role offers the chance to work closely with departments across TLG and with external partners, giving you a broad and varied experience and developing your understanding of the sector. Incorporating diverse experiences ranging from liaising with funders and leading new projects through to executive support and involvement in strategic development, you'll be at the heart of our mission to bring hope and a future to struggling children.

The Role:

The role will demand flexibility across a range of departments, helping to enable the expansion and long-term development of TLG. TLG will be committed to fast tracking you in your career as part of this exciting opportunity. To enable this, alongside a broad chance to gain experience in a specialist area, the programme comes with the following opportunities:

- Potential of further training/qualifications in management, marketing, sales, project management, HR
- Opportunities to work with an external executive coach to support your development
- Potential for external mentoring and/or external placements
- Chance to work with and shadow different Heads of Departments and Directors across TLG in different contexts
- Dedicated time to visit other organisations and gain insights
- Involvement in the TLG graduate programme book club (with input from senior leaders at TLG)
- Action learning sets and development time from senior leaders
- Access to TLG's internal leadership and development programmes

You will be placed within a TLG team to suit your skills, strengths and passions. This means that the day to day looks different for each role, but there are some similarities needed to succeed which include:

- Degree or Equivalent qualification
- Great social and relationship building skills
- Highly motivated by driving and exceeding targets, self-leading and prioritising
- A natural curiosity to develop systems and processes
- Working knowledge and understanding of local church culture across the UK
- Commitment to actively pursue ongoing personal and professional development
- Excellent written use of English language with the ability to persuade and inspire whilst also delivering clear, concise messaging
- Presentation skills with the ability to influence and persuade stakeholders
- Great investigative & research skills, thriving when achieving and exceeding targets
- Value and champion diversity
- Financial acumen that can interpret and understand financial data

Additional Responsibilities:

- Attend, fully participate in and, on occasions, lead daily Christian devotionals and times of worship for the staff team.
- Attend TLG's Staff Conference twice a year. This includes active participation in corporate Christian prayer and worship and the opportunity to share faith testimonies of young people involved in TLG programmes.
- Play an active part in promoting the work of TLG including the recruitment of individual regular donors through TLG Hope Giver scheme.
- Take on additional responsibilities for tasks as your role develops.

PERSON SPECIFICATION CONT.

	ESSENTIAL	DESIRABLE
CHRISTIAN LIFESTYLE	<ul style="list-style-type: none">• Commitment to actively pursue ongoing spiritual development of themselves and colleagues within the life of a local church in order to enhance the contribution to TLG.• Attend and participate 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.• To be an active part of a church family.	
ADDITIONAL	<ul style="list-style-type: none">• Provide 3 referees. At least one referee needs to represent Christian commitment and be able to comment on your faith and growth as a Christian. References will be taken up after final interviews.• Provide evidence of qualifications and suitability to work in the UK and appropriate qualifications.• Live within a reasonable travelling distance.	



Application process

Apply today through our website: www.tlg.org.uk/jobs

- After clicking 'Apply', you'll be taken to an online application form. This will include uploading a personal statement explaining how you meet the criteria outlined in the job description for this role and your motivation for applying. There will also be some questions exploring how your faith relates to your working life, and an option to upload a CV later in the form.
- After the closing date, we'll be in touch via email. If you've been shortlisted for the role, you will receive an invitation for a short initial interview which will be held online.
- If successful following your initial interview, we'll then invite you to a final interview in person at our National Support Centre in West Yorkshire.

You can find the closing and interview dates in the role's advert on our website.

We would welcome applications from candidates from diverse backgrounds to enable us to better reflect the needs of the communities we serve.

Having trouble with your application?

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.

***Note:** If you're having trouble, please check Website Tracking and Third-Party Cookies are enabled, and you have updated to the latest version of your browser and device software.*