

CAREERS AT TLG

**TLG** transforming  
lives for good



# Graphic Designer & Editor

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
- One million children are living in destitution - the most severe form of poverty (JRF 2023)

## **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 Every Day**  
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.



# Graphic Designer & Editor

|                      |                                                                                                                                 |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Location:</b>     | Hybrid – TLG's National Support Centre, West Yorkshire (minimum 40% office-based including Tuesdays; 60% during probation)      |
| <b>Salary:</b>       | £26,190 – £28,328 + 10% employer pension, flexible working, life assurance, generous holiday allowance, health cash plan & more |
| <b>Hours:</b>        | Full time (37.5 hours per week)                                                                                                 |
| <b>Reporting to:</b> | Brand and Design Lead                                                                                                           |
| <b>Contract:</b>     | Permanent                                                                                                                       |

## Job Role:

At TLG, we are passionate about building an exceptional team committed to transforming the lives of children who are struggling. Our vision is bold, and we are looking for outstanding people to join us on this journey. This role offers an exciting opportunity for a motivated and purpose-driven individual to become our Graphic Designer & Editor.

As Graphic Designer & Editor, you will lead the delivery of excellent design across the organisation, championing brand consistency to effectively engage diverse audiences. You will use your creativity in design and video to raise awareness, share impactful stories, and inspire action from a wide range of stakeholders.

We are seeking someone who is not only highly creative but also proactive, organised, and determined. You will understand how to inspire, challenge and motivate others through compelling visual content, ensuring that every piece of work reflects TLG's mission and values.

Working as part of a dynamic team, you will help communicate TLG's work through multiple channels, driving brand awareness and creativity throughout the charity. At the heart of this role is a desire to creatively showcase the life-changing impact of TLG's work and enable audiences to more fully understand the barriers and challenges that struggling children face.

## Exciting opportunity... TLG's Graduate Programme!

If you're a recent graduate interested in this role, we'd love for you to join us through our Graduate Programme – packed with fantastic development opportunities. Find out more below...

### Job Tasks:

#### Graphic Design & Branding

- Design engaging visual content for both digital and print marketing campaigns (social media, brochures, presentations, publications etc).
- Create branded assets for internal usage, ensuring teams are equipped to create their own documents and resources.
- Produce branded assets for partner churches to use, aiding the increase of brand visibility across TLG partner churches.

#### Collaboration & Brief Management

- Receive and respond to briefs from other departments (Fundraising, Programmes, Innovation etc.).

#### Video Production & Editing

- Editing and assembling recorded raw material into a suitable, finished product ready for broadcasting. The material may include camera footage, dialogue, sound effects, graphics and special effects.
- Producing promotional videos, beneficiary case studies and hero films in partnership with our Brand and Design Lead and Digital Content Producer.
- Repurpose longform content into short-form clips for social media, website and internal use.
- Assembling and maintaining all existing footage, ensuring they are catalogued and easily accessible for future film making.
- Digitally cutting files to put together the sequence of the film and deciding what's usable.

### 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.

### Exciting opportunity... TLG's Graduate Programme!

If you're a recent graduate and interested in this role, we'd love for you to join us as part of our Graduate Programme! This programme offers a wealth of opportunities designed to accelerate your development and broaden your experience:

- External coaching, mentoring, and optional external placements
- Opportunities to shadow Heads of Departments and Directors across TLG
- Dedicated time to visit other organisations for insights
- Participation in the TLG Graduate Programme book club
- Action learning sets and development sessions with senior leaders
- Access to TLG's internal leadership and development programmes

PERSON SPECIFICATION

|                    | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | DESIRABLE                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| QUALIFICATIONS     | <ul style="list-style-type: none"><li>• Good general standard of education including as a minimum English and Mathematics GCSE at grade A*-C (9-4) or equivalent.</li><li>• A-levels or equivalent.</li><li>• Qualification in graphic design, multimedia design, illustration, visual communications or similar.</li></ul>                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"><li>• A BA Honours degree in a suitable creative field – such as Graphic Design, Visual Communication, Digital Media Design or Design &amp; Art Direction.</li><li>• Experience with design for social media, email marketing and digital platforms.</li></ul>                                                                                                                                                  |
| SKILLS & KNOWLEDGE | <ul style="list-style-type: none"><li>• Proficient in Adobe Creative Suite, including InDesign, Illustrator, Photoshop, Premiere Pro.</li><li>• Video editing.</li><li>• Keen eye for detail.</li><li>• Ability to follow design guidelines.</li><li>• Creative mindset with a willingness to learn and contribute ideas.</li><li>• Able to work collaboratively on creative projects.</li><li>• Organisational and time management skills.</li><li>• Strong visual storytelling skills.</li><li>• Ability to apply creativity and initiative to work.</li><li>• Understanding of typography, page layout, colour theory and visual hierarchy.</li></ul> | <ul style="list-style-type: none"><li>• Photography skills.</li><li>• Understanding of social media formats, editorial layouts.</li><li>• Familiarity with marketing campaigns.</li><li>• Experience of using Canva, Figma and/or Sketch.</li><li>• Understanding of Adobe After Effects or other motion graphics software.</li><li>• Understanding of marketing automation / email platforms, specifically Microsoft Click Dimensions.</li></ul> |
| EXPERIENCE         | <ul style="list-style-type: none"><li>• A strong visual portfolio.</li><li>• Experience developing both print and digital materials (can be mock-ups, freelance work, academic work).</li><li>• Experience of editing footage.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"><li>• Experience working in a similar industry.</li><li>• Experience producing marketing materials for a brand or charity.</li></ul>                                                                                                                                                                                                                                                                            |

PERSON SPECIFICATION CONT.

|                     | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | DESIRABLE                                                                                         |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| CHRISTIAN LIFESTYLE | <ul style="list-style-type: none"><li>• 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.</li><li>• Attend and participate fully in devotions, prayer meetings and staff conferences to enhance the spiritual relationships within the team.</li><li>• 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.</li><li>• To be an active part of a church family.</li></ul> | <ul style="list-style-type: none"><li>• Attends or lives local to a TLG partner church.</li></ul> |
| ADDITIONAL          | <ul style="list-style-type: none"><li>• 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.</li><li>• Provide evidence of qualifications and suitability to work in the UK and appropriate qualifications.</li><li>• Live within a reasonable travelling distance.</li></ul>                                                                                                                                                                                    |                                                                                                   |





# Application process

Apply today through our website:

[www.tlg.org.uk/careers](http://www.tlg.org.uk/careers)

- 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](mailto: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.*