

T L G transforming
lives for good



Executive Assistant to the Chief Executive

THE SUNDAY TIMES
100
BEST NOT-FOR-PROFIT
ORGANISATIONS
TO WORK FOR
2019



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!

Culture and 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 to the way we accomplish our work:

- **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





Job Description

- Location:** National Support Centre, West Yorkshire (with flexibility throughout the working week meeting TLG's minimum requirement of 40% of working hours in the office)
- Salary:** £31,195 - £38,723 (depending on experience plus 10% employers pension contribution and 38 days annual leave (including bank holidays))
- Hours:** Full time (37.5 hours per week) Monday to Friday, with occasional evening and weekend work required. Would consider 30 hours per week.
- Reporting To:** Director of People & Culture (working with the Chief Executive & Head of Executive Strategy & Innovation).

Job Role

TLG has a vibrant organisational culture that encourages leadership at every level. The EA to the Chief Executive is an integral and trusted role right at the heart of the action. Requiring a strategic leader with a proven track record in executive support, operations, and organisational efficiency. The successful candidate will love to lighten the load of key leaders across TLG's executive team. Specifically playing a critical role in providing outstanding leadership support to the Chief Executive & the Director of People & Culture, enabling them to be as effective as they can be in bringing a hope and a future to struggling children and their families across our country and beyond.

The successful candidate will have a natural leadership gift, will be comfortable with challenging the status quo, and be able to lead up and across the organisation. A proactive instinct is required to fulfil the role successfully, to anticipate the needs of senior leaders, and provide effective problem solving ahead of issues emerging, with a relational leader who can partner effectively and negotiate well across the team at all levels.

Alongside the vital EA aspects of the role, there is also further scope for development within the role. TLG are looking for candidates who also have a passion to pursue a broader operational remit over time, leading on our Excellence Standards & potential to train in project management to support TLG's longer term innovation plans.

Job Tasks

Executive Support

- Provide high level administrative support to the executive leadership team: specifically, the Chief Executive Officer & the Director of People & Culture
- Manage complex calendars, inboxes, scheduling meetings, and coordinating travel arrangements. Carrying out research, preparing data, reports and presenting information.
- Act as a gatekeeper, screening and prioritising communications and requests specifically for the Chief Executive Officer & Director of People & Culture.
- Lead on the implementation of all 'Scaling Up' meeting rhythms. Leading the planning of the organisational calendar, and acting as a gatekeeper, whilst providing coordination of all organisational dates, meetings and training.
- Support executive members who are leading TLG's quarterly focus' throughout the year, to help shape agendas, papers, topics and ensure all are prepared well ahead of schedule.
- Coordinate Internal communications with the Director of People & Culture, supporting the Chief Executive with proactive communication opportunities throughout the year with a broad range of internal and external stakeholders.
- Provide administrative support to TLG's trustee board, engaging and coordinating board members and leading on the reporting processes.

Operations

- Coordinate reporting around TLG's Excellence Standards, working with key excellence leads (Safeguarding lead, Health & Safety Lead) to ensure the team stay on track, providing effective reporting to the trustee board, and engaging with external bodies to assess our work.
- Train as TLG's GDPR lead and bring best practice leadership across the organisation.
- Responsible for coordinating the review of TLG's policies in conjunction with the trustee board's requirements.
- Ensure TLG stays abreast of mandatory training requirements to ensure compliance at all levels within the team and trustee board.
- Lead the implementation of staff conferences, National Support Breakfasts, National Support Online, and other staff meetings, working with the Director of P&C and the Chief Executive to design content.
- Oversee TLG's office operations at the national support centre, coordinating tasks with TLG's Office Manager.

Strengthen TLG's Administrative Culture

- Play a significant part in influencing TLG's EA's and wider administrative culture across different teams, championing a culture of improvement and support.

Further Development Opportunities in the role

For the right candidate with proven Executive Assistant experience, who may be interested in developing further beyond the opportunities above, TLG would also be interested in providing project management training (Agile) & meeting facilitation training. This would provide a broader remit of working on critical executive team projects and initiatives, and providing further executive support through leadership of executive meetings, including daily huddles & weekly meetings in line with TLG's 'Scaling Up' meeting rhythms.

Additional Responsibilities

- Attend, fully participate in and, on occasions, lead daily Christian devotionals and times of worship for the staff team. Be able to lead and plan content that enhances the Christian mission and values of TLG at staff events.
- Attend TLG's Staff Conference two times 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.
- Be prepared and willing to represent TLG at external events, including Christian exhibitions and festival, church talks, etc.
- Participate in and promote residential trips, involving children from the programmes that TLG are a part of. This includes Faith Residential trips, where young people have an opportunity to explore the Christian Faith for themselves.
- Actively promote TLG's regular giving scheme and recruit a number of individuals to become regular 'Hope Givers'.
- Take on additional responsibilities for tasks as your role develops.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good general standard of education including as a minimum English and Mathematics GCSE at grade A*-C or equivalent.	<ul style="list-style-type: none">• Degree or equivalent.• Any relevant administration/business qualifications.• Microsoft office training/ qualifications.
Skills and Knowledge	<ul style="list-style-type: none">• Track record of excellent administrative & organisational skills.• Clearly demonstrate the ability to lead up to senior management and across the organisation to key managers to ensure outcomes are achieved/deadlines are met.• Ability to take initiative and work proactively.• Excellent organisational and prioritisation skills.• Excellent social and communication skills to engage individuals and ensure co-operation to achieve the best possible outcomes.• Has highly effective personal leadership, confidence around senior leaders (internal & external) and the ability to act as a role model for the culture and values of TLG.• Excellent written communication skills.• Working knowledge of Microsoft Office applications including PowerPoint to create high quality presentations and Excel for creating spreadsheets to analyse data (using formulas) and produce graphs.• Working knowledge of Microsoft Teams & Zoom• Ability to work with accuracy and attention to detail, whilst considering wider strategic priorities.• Ability to work unsupervised in a busy environment.• Commitment to actively pursue ongoing personal and professional development of themselves in order to enhance the contribution to TLG.	<ul style="list-style-type: none">• Internal Communications experience.• Working knowledge and understanding of local church culture across the UK.• Knowledge of GDPR legislation and best practice.

Experience	<ul style="list-style-type: none"> • Experience supporting leaders at a senior level. 	
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"> • Play 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, which reveals no reason for the applicant being unsuitable to work with young people. • 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 shortlisting. • Provide evidence of qualifications and suitability to work in the UK and appropriate qualifications. • Promote and safeguard the welfare of children and young people. 	

Application Process

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

Note: Please ensure Website Tracking and Third-Party Cookies are enabled, and you have updated to the latest version of your browser and device software, when attempting to access our online recruitment system.

You will need to create an account and then access our online application form for the specific role. 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.

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

Please head to www.tlg.org.uk/jobs for information on the closing date and date of interviews for this role.

recruitment@tlg.org.uk
www.tlg.org.uk

