

CAREERS AT TLG

TLG transforming
lives for good

Bringing hope and a future
to children like Tahlia...

TLG Graduate Programme

INFO PACK



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.

The TLG Graduate Programme

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 mission-driven individual to join our **Graduate Programme**.

Location:	Hybrid – TLG's National Support Centre, West Yorkshire (hybrid: minimum 40% office-based including Tuesdays; 60% during probation)
Salary:	£26,091 – £28,895 (FTE)
Hours:	Full time, 37.5 hours per week
Reporting to:	Dependent on department/role
Contract:	18-month graduate programme with potential to move to a permanent contract

An opportunity...

This programme offers an exciting opportunity to gain hands-on experience in the non-profit sector, develop essential professional skills, and play a meaningful part in transforming the lives of children and young people.

What sets our graduate programme apart is the real responsibility and purposeful work we release our graduates into – our relational culture and approach to leadership brings significant opportunities for influence. You'll build on your passions, strengths and interests as you get involved in key areas of TLG's work, contributing to impact that truly matters.

You'll be based primarily within one TLG team, giving you the space to grow specialist skills and make a real difference. Your placement will be matched to your unique strengths and interests. Alongside this, you'll gain wider experience through inter-departmental projects, enabling you to develop a broad understanding of the charity sector and how different teams work together.

Examples of teams your role could sit within include Fundraising & Supporter Engagement, Marketing, Communications & Advocacy, Programmes, Executive Support & Operations, Digital/IT.

PROGRAMME OVERVIEW

There will be a wealth of development opportunities at your fingertips as part of the programme, designed to accelerate your growth and equip you for a successful career in the charity sector.

You'll be the driving force in drawing together your own unique mix of diverse experiences to maximise your career development and enhance your impact. Some of what's on offer includes:

- Potential for a funded qualification or further professional training
- Access to an external coach to support your development
- Potential for external mentoring or short-term external placements
- Opportunities to work with and shadow Heads of Department across TLG
- Dedicated time to visit other organisations and build sector insight
- Participation in the Graduate Programme book club, with input from senior leaders
- Action learning sets and development sessions led by senior leaders
- Access to TLG's internal leadership and development programmes

What our Grads had to say...

“ The Graduate Programme combined meaningful work that impacts others with a genuinely healthy team culture. It launched my career in the best possible way. ”

“ TLG's Graduate Programme not only helps you grow in the skills you need for your role, but also unlocks and develops your wider potential. It's a great way to discover strengths and interests you may never have noticed before! ”

“ What made the Graduate Programme special was joining a team that truly believes in making a difference, and feeling supported to grow right alongside them. ”

“ I have enjoyed challenging topical group discussions and book clubs. The coaching skills I have learnt has been a real highlight too, learning how to bring those skills into team projects and encouraging other colleagues. ”

“ The time invested by our Directors shows so clearly how much of a priority developing young talent is at TLG, and the content they've brought to the programme has had a real impact on the way I work. ”



Your Mission:

To grow, serve and lead with purpose – bringing fresh energy and real impact to TLG’s work with children, young people and families.

Your Impact:

In this role, you will make a meaningful contribution to TLG’s mission by:

- Strengthening team capacity – bringing energy, fresh thinking and hands-on support that helps your team deliver excellent work for children, young people and families.
- Delivering high-quality work – completing tasks, projects and responsibilities to a consistently high standard, adding real value across your working areas.
- Growing as an emerging professional – developing the skills, behaviours and confidence needed to thrive in the workplace and prepare for future roles at TLG or beyond.
- Building strong relationships – contributing positively to team culture, collaborating well with others and representing TLG with warmth, professionalism and integrity.
- Living out our values – modelling TLG’s heart, compassion and commitment in all you do, helping to create an environment where hope and transformation can flourish.

In Real Life (IRL)

Though your day-to-day will look different depending on the specific role you’re given, here’s an idea of what our Grad Programme might look like in real life...

- Fully participating in and, on occasions, leading daily Christian devotionals, prayer and times of worship for the staff team.
- Team Huddles – fast-paced regular meetings focused on sharing key updates, reviewing essential metrics, and surfacing any immediate constraints so the team can spot issues early and stay aligned.
- Managing personal and shared inboxes and task management
- Harnessing Microsoft tools to develop processes and maximise efficiencies
- Attending TLG’s Staff Conference and Staff Retreat annually, actively participating in corporate Christian prayer and worship and the opportunity to share faith testimonies of young people involved in TLG programmes.
- Playing an active part in promoting the work of TLG including the recruitment of individual regular donors through TLG’s Hope Giver scheme.
- Taking on additional responsibilities for tasks as your role develops.

PERSON SPECIFICATION

YOUR SUPERPOWERS

- Strong relationship-builder with natural networking and influencing skills
- Highly motivated, target-driven, and energized by exceeding expectations
- Proactive and able to anticipate the needs of others
- Focused and self-directed, able to manage priorities in a fast-paced environment
- Curious and analytical, with strong research skills and a desire to improve systems and processes
- Excellent written and verbal communication skills, able to inspire, persuade, and communicate clearly and concisely
- Confident presenter, able to influence stakeholders and win people to a vision
- Digitally savvy
- Flexible, adaptable, and quick to respond to changing needs
- Able to thrive in a busy, high-pressured environment
- Strong understanding of UK local church culture
- Financially literate, with the ability to interpret and understand financial data
- Values high standards
- Champions diversity
- Commitment to actively pursue ongoing personal and professional development
- Creative thinker with strong problem-solving skills

THE MUST-HAVES

- Degree or equivalent
- Evidence of qualifications and suitability to work in the UK.
- Live within a reasonable travelling distance.
- If required, complete an enhanced DBS check prior to employment, which reveals no reason for being unsuitable to work with young people.
- Provide 3 referees, with at least one representing Christian commitment and able to comment on your faith and growth as a Christian.

VIBRANT CHRISTIAN FAITH

- Commitment to actively pursue ongoing spiritual development of themselves and colleagues within the life of a local church to enhance the contribution to TLG.
- 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.
- Be an active part of a church family.



Application process

Apply today through our website:

www.tlg.org.uk/careers

- After clicking 'Apply', you'll be taken to an online application form. This will include uploading a CV alongside asking you to creatively share why you feel you'd be a great fit for our graduate programme in no more than 200 words. There will also be some questions exploring how your faith relates to your working life.
- Following your application, 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 information regarding 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.