



# **TLG Graduate Programme**

**INFORMATION PACK**



## Introduction

TLG was founded out of a local church in Bradford that became gripped by the needs of struggling children and young people in their neighbourhood. Since then, the TLG team have been on a mission to bring a hope and a future to struggling children in and out of school. We work in partnership with local churches right across the UK and beyond, enabling them to get alongside and support children who are at a crossroads. TLG now oversees a network of churches across the UK and Portugal to deliver Early Intervention programmes and Make Lunch clubs tackling issues of holiday hunger.

The urgent needs of children living at risk of exclusion from school and families struggling to make ends meet would be overwhelming, if it wasn't for our even greater sense of hopefulness! We are full of hope because we see a church that cares and is perfectly placed to provide the support that is crucially needed, and we see God at work inspiring more and more churches to get involved.

## Our Culture and Values

At TLG our work is often seen as a 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

and includes:

**Balance and rhythms:** We love to take care of our staff by organising fun team days away, personal retreat days and paid sabbaticals for longer term staff.

**Investment in personal development:** We are very intentional about Learning & Development and have four development programmes that include the Leadership Track, New to Management Track, Coaching Academy and Greater Impact.

**Culture:** We have a relational, appropriately collaborative culture that is big on celebration, fun and worship. We allow people to work flexibly and in their own style but have high expectations and accountability, fostering excellence in all we do.

### OUR VALUES

Holding to these values is vital in the busy context of our growth and mission in supporting local churches across the UK and beyond.

#### Greater Transformation

- Energised by the challenge
- Deliberately missional

#### Relational Leadership

- Bringing out the 'gold' in others
- Leaning in when it's relationally tough
- Humble yet courageous

#### Local Church

- Celebrating the Church
- Grace and patience in partnership
- Rooted in the local church community

#### Excellence Every Day

- Joyfully exceeding expectations
- Learning from failure
- Uncertainty doesn't throw us

#### Vibrant Faith

- Nurturing our own walk with God
- Following Jesus together even when it's tough







## Context, Opportunities and Challenges

With over 20 years experience supporting struggling children and families, we have developed and honed high impact programmes that more and more churches across the UK deciding to partner with us.

With continuous learning, early responsibility and varied experiences, this graduate opportunity is a great way to start a successful career whilst making a real difference.

We welcome graduates who will bring fresh perspectives and knowledge to our different organisational functions. The role and learning is designed to stretch and challenge you, while providing the skills and experience to help you progress your career and contribute to TLG's continuing success.

We're looking for someone with the humility, emotional intelligence, faith and drive to make a real difference to children and families. Someone with the potential to develop into senior leadership at TLG. You may be a graduate, or more likely looking one to two years current work experience looking for the next step in your career.

# 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

£25,803 - £29,995 (with progression beyond this) and up to 10% employers pension contribution

## HOURS & EMPLOYMENT TYPE

Full Time (37.5 hrs per week)

20 Month graduate programme moving to permanent contract

## What will the role involve day-to-day?

At TLG, we're passionate about building an exceptional staff team that love making a difference to struggling children across the UK. We are continually on the lookout for great people to journey with us and join our vision and are seeking a motivated and passionate Graduate to join our team

With this in mind, an exciting new opportunity has arisen for accelerated leadership and career development through a unique involvement in key aspects of TLG - building on individual passions, skills and interests to make a difference in the lives of children across the UK. This role is an excellent opportunity for a recent graduate to gain hands-on experience in the non-profit sector, develop key skills and contribute to impactful programmes.

The role will be predominantly based within our Fundraising, Partnerships or Executive Support Team to maximise career development and understanding of the sector but will also involve spending time within different departments, teams and external partners. This will incorporate diverse experiences that could range from liaising with funders, leading new projects, exec support through to involvement in strategic development.

The role will demand flexibility across a range of departments and will help in enabling the expansion and long term development of TLG and also offers the potential for:

- 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
- Access to all TLG's internal leadership and development programmes
- Dedicated time to visit other organisations and gain insights

# The Role

## Graduate Development Programme

Although a broad role, you will be placed within a TLG team to suit your skills, strengths and passions and will vary depending which area you suit best. This means that the day to day looks different for each role but there are some similarities needed to succeed which are:

- Degree or Equivalent
- Great social and relationship building skills
- A natural networker/influencer
- Highly motivated by driving and exceeding targets
- Strong investigative skills
- Able to self-lead, manage and prioritise
- 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
- Degree of equivalent
- Experience of thriving in a busy, high-pressured environment
- Presentation skills with the ability to influence and persuade stakeholders
- Great investigative & research skills
- Ability to connect with people and win them over to a vision
- Be proactive and focused, anticipating the needs of others
- Are digitally savvy
- Thrive at achieving and exceeding targets
- Have an instinct for high expectations
- Value and champion diversity
- Be flexible, responsive and able to adapt quickly
- Think and write creatively
- Financial acumen that can interpret and understand financial data

# Additional Requirements

## Graduate Programme

- 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
- Be prepared and willing to represent TLG at external events, including Christian exhibitions and festivals, church talks, etc
- Have a passion for struggling children and excitement about the role the Church can play
- A vibrant Christian faith to champion the development of TLG's Christian ethos
- 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
- Play an active part in promoting the work of TLG including the recruitment of individual regular donors through TLG Hope Giver scheme
- Provide 3 referees- at least one referee needs to represent Christian commitment. References will be taken up after short listing
- Provide evidence of qualifications and suitability to work in the UK



# Application Process

Please apply for the role via our online recruitment system ([www.tlg.org.uk/jobs](http://www.tlg.org.uk/jobs)).

As part of the application, you will be asked to upload your CV and a covering letter explaining why you meet the criteria.

The applications for this role will be rolling and as such there is no specific closing date. If your application is successful we'll invite you to an initial 30 minute online video call before a final interview in person at our National Support Office in Bradford. Do get in touch with us if you have any specific questions.

*Please ensure you are using Google Chrome when accessing our online recruitment system. If you have any problems with the online application process, please contact [recruitment@tlg.org.uk](mailto:recruitment@tlg.org.uk) or call 01274 905547 and someone will get back to you as soon as possible.*

**Thank you for your interest in this role!**

[recruitment@tlg.org.uk](mailto:recruitment@tlg.org.uk)

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