



# TLG IS A GROUP OF PEOPLE ON MISSION TOGETHER. TLG IS AN INSPIRING THERE IS SOMETHING IMMENSELY SATISFYING ABOUT ENABLING CHURCHES TO REACH THEIR COMMUNITIES WITH OUR PROGRAMME. PLACE TO BE!

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#### **Annual Leave**

All staff are entitled to **38 days'** holiday (pro rata for part-time staff), this includes bank holidays.

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#### **Pension**

All new employees are automatically enrolled to a private pension scheme after 3 months of service unless they opt-out. Employees can contribute 5% and TLG contributes 10%.

New starters will receive an email providing details their enrolment.

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#### **Life Assurance**

Available for all staff. Should the rare eventuality of a death in service occur, a lump sum of 4x your basic salary will be paid to a nominated family member or your next of kin.



Health Cash Plan

This plan offers a cash back cover for a range of health needs, including optical, dental, physiotherapy, chiropractor and podiatry, as well as discounted gym memberships.

We partner with Medicash and you can download their simple to use app and start to use their benefits right away.

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### Flexible Working & Parental Leave

TLG has a range of family-friendly policies which aims to enable you to achieve a good work life balance.

Our family-friendly policies follow statutory guidelines on maternity, paternity, and shared parental leave and pay, with some additional enhancement for eligible employees.

When facing significant bereavements, TLG is able to provide compassionate leave to see you through a challenging period.

TLG provides flexible working arrangements and emergency time off to care for dependents.



### Learning & Development

TLG is fully committed to investing in the learning and development of staff.

We offer a range of in-house training courses, such as our TLG Bitesize lunch time sessions as well as funding accredited training or subscriptions to support you in your career development.

One of the significant opportunities TLG has developed is 'Greater Impact'; this is a year's bespoke career development programme – that is run by our leadership team; providing you with unique access to opportunities both internally and externally.



### Employee Assistance Programme (EAP)

TLG supports staff and their family through a dedicated 24/7 helpline, where staff members and their family can access services including advice, unlimited counselling, relationship management, critical incident support to name a few.

The EAP service provides an app where you will find lots of wellbeing information, articles and self- help guides for your physical and mental health wellbeing.

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### Counselling

In addition to the Employee Assistance Programme (EAP), TLG will also pay for two sessions of counselling within a year if staff wish to access a different professional.

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### Mentorship, Coaching & Reflective Care

External or internal coaching of **up to 6 sessions** is available to all staff on a referral basis.

Your line manager would usually initiate the referral with HR.

New starters at TLG have access to a mentor, and a buddy system.

TLG also offers a unique reflective care approach for all staff teams; space to allow for professional reflection and exploration in relation to individual and team wellbeing, promoting positive and emotionally aware inter-team relationships.



### Retreat Day & Staff Conferences

TLG holds two conferences a year; in March and September. The September Together Conference is particularly special!

Be ready to be inspired by stories of transformation and brace yourself for lots of fun and treats on us!

All TLG employees are entitled to one paid retreat day per annum, set aside to spend time to revive.



#### Sabbatical

After each 10 years of continuous service at TLG, we offer a **paid four-week Sabbatical**; the aim of the sabbatical is to enjoy doing something different that is not your day to day job; that will recharge your batteries and support your development.

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#### **Red Letter Day**

After each 5 years of continuous service at TLG, we offer a day off with £200 for the employee to spend; and 1 day of additional annual leave each 5 years – up to 20 years.

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