



Recruitment Relationship Manager

National Support



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 in the busy context of our rapid growth – doubling in income and impact over the last four years and with a goal of doubling again in the next 5 years.

- **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:	TLG National Support Centre, West Yorkshire
Salary:	£27,196–£29,415 (depending on experience)
Benefits:	Up to 10% pension employer contribution
Hours:	37.5 hours per week
Reporting to:	Head of People

Purpose of Role

TLG is a national charity that helps churches to bring hope and a future for struggling children. TLG supports struggling children, providing practical support in and out of school, and connecting with home. At TLG, we're passionate about building an exceptional staff team that love making a difference to struggling children across the UK. As one of the fastest growing Christian charities out there we are continually on the lookout for great people to join our vision.

An exciting new opportunity has arisen for a Recruitment Manager to join TLG. This new opportunity is all about finding exceptional people for our team, people bursting with passion and energy to help struggling children across the UK.

Working within our People and Culture team, this pivotal role will help TLG develop a diverse and outstanding 'talent pipeline' for all TLG vacancies. Setting TLG apart in reputation and brand, this role will look to accelerate our position in the market as one of the most exciting national charities to work for; attracting particularly those passionate about outworking a missional career.

The ideal candidate will be great at building relationships, persistent in key recruitment approaches to attract great people to work for TLG and strategic in finding ways to meet the long term needs of TLG through our recruitment efforts. The role will work in partnership with recruiting managers and teams right across the organisation, assessing key needs and ensuring that we champion an inclusive recruitment approach to grow a dynamic team. We are looking for someone who gets the importance of finding great people to work for TLG and achieve its vision. We're interested in how candidates'

experience or transferable skills will help us deliver on our objectives. So, a combination of investigative skills, relational influence and insightful judgement will go far in this new role. In other words, exceptional interpersonal skills and strong recruitment and/or sales experience are required to succeed in the role.

Job Tasks

Organisational Talent Planning

- Develop TLG's workforce / talent acquisition planning alongside the Head of People, working closely with managers to understand short- and long-term strategic aims / needs; ensuring TLG is agile to respond with the right people at the right time.
- Conducting research into talent trends, insights and shifts within the market, to ensure that we are always ahead of the game when attracting the best people.
- Play a key role in shaping our approach to graduate recruitment & apprenticeships.

Growing TLG's talent pipeline

- Sourcing and actively identifying the best possible candidates for TLG jobs through developing our recruitment strategies and opportunities.
- Take the lead in utilizing social media and partnerships to build awareness of TLG as an employer of choice for Christian professionals and reach a more diverse pool of talent.
- Lead on in-house search through Linked In, generating candidates, key networks and relationships for TLG jobs.
- Work with TLG's Communications, Church Partnership & National Development team to promote TLG's employer brand through a variety of activities: job fairs, community events, church visits and Christian festivals / exhibitions.
- Developing and growing our approach to a TLG's 'Job Pipeline' keeping key individuals engaged in opportunities at TLG through creative methods.
- Representing TLG at key networking events, participate in church visits and Christian conference events to promote the opportunities of joining the TLG team.

Other recruitment activities

- Developing and implementing a hiring strategy in consultation with hiring managers.
- With support from the HR Coordinator, partner with managers to design job descriptions, advertising positions, screening candidates, preparing interview materials and scheduling interviews.
- Influence key seats and appointments for TLG through leading the recruitment process alongside the Head of People, bringing high expectations and excellent insight to help inform managers & church partners in their decision making.
- Working with the Head of People to develop effective approaches to job design across TLG.
- Coach line managers through selection and interview processes and improve recruitment practices.
- Be able to work within the parameters of key employment law that inform our approach to recruitment and uphold safer recruitment processes at every opportunity.
- Lead in the development of TLG's Christian ethos and identity through appropriate staff selection and actively engaging and championing our church partners through recruitment processes.

- Regular tracking and analysis of key recruitment metrics to track recruitment successes and identify opportunities for improvement in the hiring process.

Implement an inclusive recruitment strategy

- Working with the Director of People & Culture, the Head of People and key recruiting managers to implement and review an inclusive recruitment strategy to reach a more diverse talent pool.
- Pioneering and developing a broad range of relationships with key churches and other organisations across the UK.
- Establishing key relationships and attend industry diversity events to learn best practice and build key networks.

The ideal candidate will...

- Good recruitment and/or sales experience.
- Ability to win somebody over to a vision.
- Be proactive and focused.
- Thrive at achieving and exceeding targets.
- Have an instinct for high expectations & a tenacity to find excellent talent for TLG.
- Be a people's person.
- Love research and investigative work.
- Be passionate about developing great candidate experience.
- Value and champion diversity.
- Be flexible, responsive and able to adapt quickly.
- Think creatively.

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 three 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's programmes.
- Be prepared and willing to represent TLG at external events, including Christian exhibitions and festivals, 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'

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• A good level of general education, including GCSE Maths and English plus A-levels or equivalent	<ul style="list-style-type: none">• Degree or equivalent.• Microsoft office training or qualifications.
Skills and Knowledge	<ul style="list-style-type: none">• Excellent social and relationship building skills• Passionate and inspirational communicator• Proven networker/influencer• Ability to 'close the deal', persuade and lead others• Highly driven• Excellent, efficient administrative ability• Highly organised• Enjoy setting targets and working in a target driven environment• Excellent strategic planning skills – able to balance competing priorities• Able to self-lead and manage time in order to achieve targets• Working knowledge and understanding of local church culture across the UK.• 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">• Creative problem solver• Evidence of ability to hit significant targets• Experience of thriving in a busy, high-pressured environment.• Volunteer management ability.• Event management skills.• Knowledge of church denominations and differences.
Experience	<ul style="list-style-type: none">• Excellent Recruitment/Sales experience.• Presentation skills with the ability to influence and persuade stakeholders.• Committed to enhancing candidate's experience, in order, to influence them to work for TLG.• Working knowledge of different Applicant Tracking Systems (ATS) /HR recruitment system.	<ul style="list-style-type: none">• Experience of using and maintaining database systems.• Experience of working with churches.

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 where possible 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. 	<ul style="list-style-type: none"> • Showing faith in action through personal example of volunteering in a community project.
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 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 short listing. • Provide evidence of qualifications and suitability to work in the UK. • Live within a reasonable travelling distance. 	

Application Process

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

Please go to our jobs page, and then download the application pack by entering your details. You will then be able to access an online application form which you can work at online at any point, and your details will be saved every time you log off. 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.

The deadline for applications is **5pm, Monday 25th October**. Final interviews will take place on Tuesday 2nd November 2021.

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