



**Recruitment & Onboarding Specialist  
(Graduate Programme)**



# 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:** Starting salary £24,787 (with progression available beyond this)
- Benefits:** Up to 10% pension employer contribution
- Hours:** 37.5 hours per week (2 years graduate programme moving to permanent contract)
- Reporting to:** Director of People & Culture

## Purpose of Role

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. An exciting new opportunity has arisen for a graduate to train up in the specialism of Recruitment & Onboarding, who would consider a career in this profession. We are looking for someone who is excited about research, networking, building relationships, and delivering to targets, connecting individuals to a vision, and providing a first-class welcome and integration experience as they join the team.

The individual will be able to build trusted partnerships with internal hiring managers, heads of departments and directors, to work on building talent pipelines for future roles at TLG. They will be trained in all aspects of recruitment and onboarding, working closely with the Director of People & Culture. TLG is interested in an individual that instinctively can make bold decisions, has insightful judgement, and a passion to work both relationally and strategically to maximise all opportunities to connect potential hires to our vision.

The role aims to set TLG apart in our reputation and brand, accelerating 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.

# TLG's Graduate Development Programme

TLG will be committed to fast tracking you in your career as part of this exciting opportunity. To enable this, the programme comes with the following opportunities, alongside a broad chance to gain experience in a specialist area.

- Option of a paid for qualification in recruitment management, marketing or sales.
- Opportunities to work with an external executive coach to support your development
- External mentoring opportunity with a Recruitment & Onboarding specialist
- Chance to shadow the Director of People & Culture in different contexts
- Employability & Linked In Training
- Dedicated time within the development programme to visit other organisations and gain insights into Recruitment & Onboarding.
- Access to TLG's leadership development programmes.

## Job Tasks

### Organisational Talent Planning

- Working with the Director of People & Culture and Heads of department to understand short and long term people 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.
- Working with the Director of People & Culture & Head of Inclusion to implement and review an inclusive recruitment strategy to build a more diverse talent pipeline.

### Growing TLG's talent pipeline

- Building TLG's talent pipeline on Dynamics (Relationship management system) hitting weekly targets of new contacts added, and building the pipeline with key upcoming skill needs, nurturing relationships to convert into job applicants.
- 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 participating in a variety of activities: job fairs, community events, church visits and Christian festivals / exhibitions.

### Market TLG's Employer Brand

- Create a marketing plan with the Director of People & Culture for TLG's employer brand, utilising social media, digital campaigns, and increasing TLG's reach through awards, and other opportunities to build awareness of TLG as an employer of choice for Christian professionals and reach a more diverse pool of talent.
- Bringing creativity to TLG's job application process, developing exciting job titles, job descriptions and adverts alongside recruiting managers to increase our reach.

### Lead on TLG's Internal Recruitment Process & Systems

- Lead TLG's recruitment processes; maximising our new Talos Recruitment system to ensure excellent candidate experience.
- Partnering with managers to screen applicants, preparing and scheduling interview assessment days.
- Influence key seats and appointments for TLG through bringing high expectations and excellent insight to help inform managers in their decision making.
- 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 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.

### **Onboarding Coordination**

- Coordinate and facilitate the onboarding process for new employees with hiring managers, serving as the primary point of contact for new hires, and creating incredible first experiences of TLG.
- Oversee the development of TLG's intranet system & clip training to ensure all information is accessible for new employees.
- Head up the People & Culture Teams internal communications through regular 'People & Culture Updates' on staff changes.

## **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'
- Take on additional responsibilities for tasks as the role adapts.

## **The ideal candidate will have**

- Great investigative & research skills.
- Ability to connect with people and win them over to a vision.
- Be proactive and focused.
- Be digitally savvy!
- Thrive at achieving and exceeding targets.
- Have an instinct for high expectations & a tenacity to find excellent talent for TLG.
- Be a people person.
- Be passionate about developing great candidate experience.
- Value and champion diversity.
- Be flexible, responsive and able to adapt quickly.
- Think and write creatively.

# Person Specification

|                      | Essential   | Desirable   |
|----------------------|---|---|
| Qualifications       | <ul style="list-style-type: none"><li>• Degree or equivalent.</li></ul>   | <ul style="list-style-type: none"><li>• Keenness to join a professional recruitment body, in order to keep abreast with changes in the recruitment landscape.</li></ul>   |
| Skills and Knowledge | <ul style="list-style-type: none"><li>• Excellent social and relationship building skills.</li><li>• A natural networker/influencer.</li><li>• Ability to 'close the deal', persuade and lead others.</li><li>• Highly motivated by driving and exceeding targets.</li><li>• Strong investigative skills to generate leads and opportunities.</li><li>• Able to self-lead, manage and prioritise time to deliver results.</li><li>• A natural curiosity to develop systems and processes.</li></ul> |   |
| Experience           | <ul style="list-style-type: none"><li>• Experience of thriving in a busy, high-pressured environment.</li><li>• Presentation skills with the ability to influence and persuade stakeholders.</li></ul>  | <ul style="list-style-type: none"><li>• Experience of using and maintaining database systems.</li><li>• Some experience in recruitment, sales, marketing or communications.</li><li>• Evidence of ability to hit significant targets.</li></ul> |

Christian Lifestyle

- 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

- Play an active part in promoting the work of TLG including the recruitment of individual regular donor 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. 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](http://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](mailto: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](http://www.tlg.org.uk/jobs) for information on the closing date and date of interviews for this role.**

[recruitment@tlg.org.uk](mailto:recruitment@tlg.org.uk)  
[www.tlg.org.uk](http://www.tlg.org.uk)  
01274900380

