

CAREERS AT TLG

TLG transforming
lives for good

A close-up portrait of a young girl with long, dark brown hair and numerous freckles. She is smiling gently at the camera. She is wearing a light grey crew-neck t-shirt. The background is a soft, out-of-focus mix of green and blue, suggesting an outdoor setting.

Head of Grants & Philanthropy

JOB DESCRIPTION



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
- 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!



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.

Head of Grants & Philanthropy

- Location:** Hybrid – based at TLG’s National Support Centre, West Yorkshire (minimum 40% office-based including Tuesdays; 60% during probation). Open to considering home-based working for the right candidate.
- Salary:** £44,943 – £48,611 (FTE) + 10% employer pension, flexible working, life assurance, generous holiday allowance, health cash plan & more
- Hours:** 37.5 per week (full-time). Open to part-time for the right candidate.
- Reporting to:** Director of Fundraising
- Contract:** Permanent

Job Role:

At TLG, we are passionate about building an exceptional staff team committed to transforming the lives of children who are struggling. Our vision is bold, and we are looking for outstanding people to join us on this journey. This role presents an exciting opportunity for a motivated and purpose-driven leader to become our Head of Grants & Philanthropy.

This is a pivotal role where you will lead the growth of TLG’s philanthropic income, driving progress to reach ambitious six-figure targets year after year. You will shape and deliver a dynamic strategy to build a diverse and sustainable portfolio of income streams, including trusts and foundations, major donors, corporate partnerships, and legacy giving. A core focus will be creating and implementing an effective grants strategy to grow and maximise voluntary income from trusts and foundations. The funding you secure will be essential to sustaining TLG’s operations and enabling future growth.

As Head of Grants & Philanthropy, you will work closely with TLG’s Directors, colleagues across the organisation, and external partners to raise funds for innovative projects in the UK and support the expansion of our work internationally. You will also lead a small, talented team, inspiring and equipping them to develop each area of philanthropic income. Strong administrative skills and a commitment to harnessing AI for efficiency will be key, allowing you to focus on building relationships and sourcing new opportunities.

From crafting compelling applications to driving strategic development, this role places you at the heart of our mission to bring fullness of life to every child, no matter what struggles they face. If you are an experienced, innovative leader with a passion for making a difference, we would love to hear from you.

Job Tasks:

Strategic Leadership

- Work closely with the Director of Fundraising and Chief Executive to lead on raising philanthropic income as a charity of six-figure targets.
- Lead the strategy of short, medium and long-term objectives with projects and initiatives that meet TLG's overall strategic aims and priorities.
- Help develop our international programme and help source the required funding.

Fundraising & Pipeline Development

- Lead the team to fundraise from high-net-worth individuals, charitable foundations and corporates to achieve targets.
- Lead on the forward-looking pipeline: map out entry of new income against organisational needs/targets and funding gaps; supervise entry of new prospects onto the pipeline.
- Manage research relating to trusts, statutory funders, and identify grant makers that can be matched to emerging funding priorities.

Grant Management

- Oversee the preparation and submission of high-quality grant applications, ensuring deadlines are met and proposals align with funder requirements.
- Create and implement an effective grants strategy to grow and maximise voluntary income from trusts and foundations.

Innovation & Project Development

- Work alongside the innovation team in developing new projects and ideas for the organisation.
- Work with Directors, Heads of Departments and the wider TLG staff team to develop innovative projects.

Donor Research & Engagement

- Lead research on prospective donors and prepare detailed reports to support donor engagement efforts.

Monitoring & Continuous Improvement

- Monitor and evaluate the success of fundraising initiatives, providing insights and recommendations for future proposals.
- Stay informed about industry trends and best practices in fundraising to continuously enhance our strategies.

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 twice 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 programmes.
- Play an active part in promoting the work of TLG including the recruitment of individual regular donors through TLG Hope Giver scheme.
- Take on additional responsibilities for tasks as your role develops.

Professional Development:

- Potential of a paid for qualification
- Opportunities to work with an external executive coach to support your development
- Potential for external mentoring and/or external placements
- Dedicated time to visit other organisations and gain insights
- Access to TLG's internal leadership and development programmes
- Working with TLG's Innovation Hub and contributing to international development initiatives

The ideal candidate will...

- Have great investigative & research skills
- Have strong management and leadership skills
- Be able to connect with people and win them over to a vision
- Be proactive and focused
- Be digitally savvy and comfortable using Copilot/AI to create efficiencies
- Thrive at achieving and exceeding targets
- Have an instinct for high expectations
- Be a people person
- Be flexible, responsive and able to adapt quickly
- Think and write creatively
- Financial acumen that can understand financial data

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	• Good general standard of education including as a minimum English and Mathematics GCSE at grade 9-4 (A*-C) or equivalent. • Degree or equivalent.	• Desire to join a professional body and/or undertake further study.
SKILLS & KNOWLEDGE	• Excellent social and relationship building skills. • A natural networker/influencer. • Ability to 'close the deal', persuade and lead others. • Highly motivated by driving and exceeding targets. • Strong investigative skills to generate leads and opportunities. • Able to self-lead, manage and prioritise time to deliver results. • A natural curiosity to develop systems and processes. • Excellent written use of English language with the power to motivate, persuade and inspire whilst also delivering clear, concise messaging. • Commitment to actively pursue ongoing personal and professional development of themselves to enhance the contribution to TLG.	
EXPERIENCE	• Experience of thriving in a busy, high-pressured environment. • Presentation skills with the ability to influence and persuade stakeholders.	• 3+ years fundraising experience. • Experience of using and maintaining database systems. • Some experience in sales, marketing or communications. • Evidence of ability to hit significant targets.

PERSON SPECIFICATION CONT.

	ESSENTIAL	DESIRABLE
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	• 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 final interviews. • Provide evidence of qualifications and suitability to work in the UK and appropriate qualifications.	



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 personal statement explaining how you meet the criteria outlined in the job description for this role and your motivation for applying. There will also be some questions exploring how your faith relates to your working life, and an option to upload a CV later in the form.
- After the closing date, 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 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.*