

CAREERS AT TLG

**TLG** transforming  
lives for good



# Head of Programme Development

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
- One million children are living in destitution - the most severe form of poverty (JRF 2023)

## **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 Programme Development

<b>Location:</b>	TLG's National Support office in Bradford, West Yorkshire, with Hybrid or Remote working options dependent on candidate's location
<b>Salary:</b>	£35,954.40 – £38,888.80 (£44,943 – £48,611 FTE)
<b>Hours:</b>	30 hours per week (0.8 FTE, equivalent 4 days)
<b>Reporting to:</b>	Director of Programmes
<b>Contract:</b>	Permanent

## Organisational Vision & Context:

As we journey towards our vision to bring fulness of life for every child, no matter what struggles they face, we're looking for a motivated and mission-driven individual to join our team as Head of Programme Development.

While our programmes vary, they share one common thread: an unwavering commitment to seeing lives transformed for good. With two well-established and hugely effective volunteer-driven programmes operating at scale, and two new developing programmes in the early stages of roll-out, TLG is at a pivotal time of innovation.

## This Role's Impact:

We are looking for a dynamic, pioneering leader to energise, shape, and elevate the impact of TLG's programmes. This person will bring strengths in innovation, collaboration, and strategic delivery – able to inspire others, spot emerging opportunities, and drive meaningful change across the organisation. They will have a strong track record in developing high-quality resources and training, ensuring best practice is consistently embedded across all functions. Naturally creative and forward-thinking, they will champion the exploration and implementation of digital solutions that enhance programme delivery and extend our reach.

The new Head of Programme Development will navigate change with resilience and optimism, leading the way as we explore new approaches and refine what we already do so well. Confident on their feet, yet equally comfortable developing content and materials, they will balance big-picture thinking with a keen eye for detail. Their leadership will drive continuous improvement, so our programmes remain relevant, missional, and high-impact as we pursue our ten-year vision.

As TLG positions itself as a leading practitioner in therapeutic coaching, this leader will bring a solid understanding of coaching practice and how therapeutic coaching can transform a young person's thinking and strengthen the culture of support we offer. Their expertise will help embed coaching-informed approaches across TLG, shaping programme design and creating richer opportunities for children and young people to reflect and grow, strengthening their wellbeing and future outcomes.

### Job Tasks:

#### Strategic Leadership

- Support operational leaders across all TLG programmes in developing strategy that delivers best practice and grows our voice, reach and impact.
- Lead in establishing TLG as one of the best practitioners in our relevant sectors, by pioneering innovation and developing digital solutions to optimise our value-added.
- Contribute to the development, execution and monitoring of organisational strategy.
- Model and lead the mainstreaming of TLG culture and values through direct reports and across all TLG programmes, creating a psychologically safe environment where mistakes are embraced as learning opportunities.
- Champion a learning culture that educates on the barriers faced by children with additional needs, from disadvantaged backgrounds and/or from ethnic minority groups, which they may need help to overcome in order to break inequality and deep-rooted societal bias.

#### Programme Development

- Lead all aspects of impact and performance data collection, analysis, reporting and usage to improve the effectiveness and impact of all TLG programmes.
- Lead the development of new resources to be used across TLG programmes, ensuring teams are kept at the forefront of cutting-edge practice and thinking.
- Stay informed on developments in relevant provision in order to maximise TLG's national voice in key strategic areas relating to TLG programmes.
- Ensure all practice remains cutting-edge by listening to and outworking the voices of children, young people and families through all TLG programme activity.
- Drive new programme innovation across TLG, bringing strategic leadership and developmental ideation as a senior leader and pioneering the testing of new models during early-stage programme development.
- Lead the ongoing strategic development of all business systems integral to the delivery of TLG programmes, especially leveraging opportunities in digital solutions development and the use of AI in optimising efficiencies and value.
- Ensure best-practice training is delivered across all programmes.
- Ensure resources used in training, onboarding and ongoing development of practitioners are relevant and effective, working excellently with internal stakeholders to ensure programme delivery teams are equipped and up-to-date.
- Ensure compliance and quality standards are updated and maintained to deliver best-practice in all aspects of programme delivery.

### Job Tasks (continued):

#### Influencing & Collaboration

- Support the Head of Coaching in embedding effective coaching skills across the organisation and within all TLG programmes in their design,, establishing TLG as a leading practitioner in coaching children and young people.
- Establish a working group of leaders from across TLG to develop strategy on connecting children, young people and families into the wider support of the local church, pioneering new ways of working that are integrated well into established structures and pave the way for greater missional impact.
- Lead the team to collaborate with TLG's Marketing, Comms & Advocacy team to ensure all programme-related outgoing communications and resources accurately reflect and effectively communicate TLG's vision, mission and impact.
- Represent TLG internally and externally in cultivating, developing and managing strategic relationships with other charities and partners, including assisting with grant applications and funder meetings when required.
- Ensure all TLG programmes are kept at the forefront of TLG staff awareness and prayer.
- Lead relationally, modelling TLG culture, investing in team members and developing a team dynamic that is fun, empowered, ambitious, hopeful, and achieves goals together in faith.
- Collaborate well with other TLG teams, church partners, volunteers and funders, striving for continual learning and development to serve children, young people and families in need in the best way possible.

#### Operational Leadership

- Lead, manage, enable and develop an administrative team to support, grow and develop staff, partners and volunteers implementing TLG programmes.
- Directly support the delivery of TLG Coaching Academy as part of the facilitating team.
- Hold Deputy Designated Safeguarding Lead (DSL) responsibility for TLG's programmes.
- Manage programme development finances and budget, where applicable.

### Key Indicators for your first 365 days in role:

- Maintain high quality of impact across existing volunteer programmes.
- Develop impact management strategy for new programme offerings.
- Establish TLG's Coaching Network as a high-value gathering for professional development and best practice in coaching children and young people.
- Review business systems use across TLG programmes, developing strategic improvement plans that leverage digital opportunities and integration efficiencies.

### 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.
- Deputise for Director of Programmes as and when required to do so.
- Take on additional responsibilities for tasks as your role develops.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"><li>• Good general standard of education including as a minimum English and Mathematics GCSE at grade A*-C (9-4) or equivalent.</li><li>• Working towards full coaching accreditation.</li><li>• Bachelor's degree or equivalent.</li></ul>	<ul style="list-style-type: none"><li>• Master's degree in relevant subject.</li><li>• Coaching accreditation through EMCC, ICF or AC.</li><li>• Full driving license.</li></ul>
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"><li>• Excellent people leadership, demonstrating a relational leadership approach.</li><li>• Good understanding of UK church context and mission across denominational boundaries.</li><li>• Excellent social and communication skills to engage individuals and ensure co-operation to achieve the best possible outcomes.</li><li>• Highly effective personal leadership and the ability to role model the culture and values of TLG.</li><li>• Excellent negotiation skills, with the ability to lead up and across the organisation to ensure outcomes are achieved and deadlines met.</li><li>• Ability to extract and analyse complex data, communicate it simply and use it to inform decision-making and development.</li><li>• Effective time management skills and ability to organise and prioritise own workload and keep to deadlines.</li><li>• Excellent training and/or teaching skills, with an ability to not only impart knowledge but also empower with skills.</li><li>• Ability to work with accuracy and attention to detail.</li><li>• Ability to work unsupervised in a busy environment.</li><li>• Ability to take initiative and work proactively.</li><li>• Ability to listen and develop people in groups and as individuals.</li></ul>	<ul style="list-style-type: none"><li>• Personal connections into multiple coaching practitioner networks and providers.</li></ul>



PERSON SPECIFICATION CONT.

	ESSENTIAL	DESIRABLE
SKILLS & KNOWLEDGE (cont.)	<ul style="list-style-type: none"><li>• Systems administration and digital skills, including platform development/migration, project management and extensive use of Microsoft Office applications.</li><li>• Commitment to actively pursue ongoing personal and professional development in order to enhance the contribution to TLG.</li></ul>	
EXPERIENCE	<ul style="list-style-type: none"><li>• Experience in managing projects, meeting deadlines and working with stakeholders.</li><li>• Experience in managing, analysing and using data productively.</li><li>• Experience of supporting children and families in a voluntary capacity.</li><li>• Experience teaching or training others.</li><li>• Experience developing training and course content to a high professional standard.</li><li>• Understanding of wider government policies and practice on the issues churches face in serving vulnerable children and families.</li><li>• Experience delivering coaching sessions to clients, either paid or voluntary.</li><li>• Safeguarding experience supporting teams to deliver safer recruitment and operational activity that prioritises the safety and wellbeing of children and young people.</li></ul>	<ul style="list-style-type: none"><li>• Lived experience of injustice or prejudice that enables understanding of others to be developed meaningfully.</li><li>• Experience coaching children and young people.</li></ul>
CHRISTIAN LIFESTYLE	<ul style="list-style-type: none"><li>• Commitment to actively pursue ongoing spiritual development of themselves and colleagues within the life of a local church.</li><li>• Attend and participate fully in devotions, prayer meetings and staff conferences to enhance spiritual relationships within team.</li><li>• 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.</li><li>• To be an active part of a church family.</li></ul>	

PERSON SPECIFICATION CONT.

	ESSENTIAL	DESIRABLE
ADDITIONAL	<ul style="list-style-type: none"><li>• Play an active part in promoting the work of TLG, including the recruitment of individual regular donors into TLG's Hope Giver scheme.</li><li>• Complete an enhanced DBS check prior to employment, which reveals no reason for the applicant being unsuitable to work with young people.</li><li>• Provide three 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.</li><li>• Provide evidence of qualifications and suitability to work in the UK.</li></ul>	



# Application process

Apply today through our website:

[www.tlg.org.uk/careers](http://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](mailto: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.*