

CAREERS AT TLG

TLG transforming
lives for good



Church Relationship Lead (Make Lunch)

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.

Church Relationship Lead (Make Lunch)

- Location:** Home-based, with some UK travel. You'll attend meetings and events throughout the year, as well as visits to our National Support Centre in West Yorkshire (travel expenses fully covered by TLG)
- Salary:** £18,632.40 - £20,152.20 (£31,054 - £33,587 FTE)
- Hours:** 22.5 hours per week (0.6 FTE), including Tuesdays
- Reporting to:** Head of Volunteer Programmes
- Contract:** 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 a Church Relationship Lead for our Make Lunch programme.

While our programmes vary, they share one common thread: an unwavering resolve to see lives transformed for good. Mobilising over 200 churches and 1,500 volunteers, TLG's volunteer programmes – Early Intervention and Make Lunch – currently support around 5,000 children and their families each year. However, our vision goes further: we aim to see many more churches partner with us to transform lives in their communities.

This Role's Impact:

We are seeking an experienced, relational, and highly organised leader with a strong passion for the issues of mental health, poverty, and social justice that underpin Make Lunch. Working alongside other Church Relationship Leads, this role will train, support, and develop church-based volunteer Make Lunch teams, ensuring they provide effective support and meaningful connection to children, young people, and families in their communities.

With excellent people, communication and training skills, the postholder will nurture positive, growing relationships with volunteer Make Lunch Coordinators, enabling excellent programme leadership at a local level. Operationally astute and confident in bringing constructive challenge, they will ensure all Make Lunch activities are safe and fully compliant. Driven by a commitment to continuous improvement, they will foster a growth mindset among those they support, maximising the impact of Make Lunch both locally and nationally.

Job Tasks:

Club support & Development

- Support a growing number of clubs: lead and support a network of Coordinators, Core Team and volunteers based in partner churches who will engage struggling children, young people and families in their local community and church.
- Equip coordinators to launch and grow Make Lunch within their churches.
- Work with coordinators to bring vision and enable connection with the wider church so as to sustain long-term partnership.
- Conduct Annual Reviews for each club.
- Ensure partners are compliant with quality standards and KPI collection.

Volunteer Training & Engagement

- Lead and support the onboarding and ongoing training of Make Lunch volunteers.
- Plan, organise, prepare and deliver content for meetings, forums and 1:1s, liaising with all relevant parties involved in the Make Lunch programme.
- Embed a culture of collaboration, psychological safety, growth, excellence and positive encouragement with our church partners.

Programme Administration & Development

- Work with the Programmes Admin team to administer the programme for all clubs, including collaborating with the Head of Programme Development to identify opportunities for strategic development, resource creation, learning and growth.
- Work collaboratively with the Head of Programme Development for ongoing systems improvements.
- Collect, maintain and analyse data on the TLG systems and databases.

Advocacy, Storytelling & Communications

- Authentically champion and speak out on relevant issues faced by the children, young people and families TLG are supporting.
- Use experience, insight and gathered stories to strengthen impact and inspire change.
- Work with the TLG Marketing, Comms & Advocacy team to ensure stories are told appropriately and consistently to inspire connection with TLG.
- Ensure Make Lunch is kept at the forefront of TLG staff awareness and prayer.

Job Tasks (Continued):

Church & Community Engagement

- Support churches in implementing Church Connections strategy as it develops.
- In connection with TLG's Fundraising team, increase awareness of opportunities for grant funding to centres at a local level.
- Be prepared and willing to represent TLG at external events, including Christian exhibitions and festivals, church talks, etc.

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.
- Travel to team events and internal and external conferences, as required.
- Take on additional responsibilities for tasks as your role develops.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Good general standard of education including as a minimum English and Mathematics GCSE at grade A*-C (9-4) or equivalent. • Full driving license. 	<ul style="list-style-type: none"> • Degree level qualification in relevant subject.
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • Excellent people leadership, demonstrating a relational leadership approach. • Good understanding of UK church context across denominational boundaries. • Excellent social and communication skills to engage individuals and ensure co-operation to achieve the best possible outcomes. • Highly effective personal leadership and the ability to role model the culture and values of TLG. • Effective time management skills and ability to organise and prioritise own workload and to keep to deadlines. • Excellent training and/or teaching skills, with an ability to not only impart knowledge but also empower with skills. • Ability to work with accuracy and attention to detail. • Ability to work unsupervised in a busy environment. • Ability to take initiative and work proactively. • Ability to listen and develop people in groups and as individuals. • A good level of resilience to change. Ability to thrive and equip others to thrive within a rapidly changing environment. • Administration skills including using Microsoft Office applications. • Demonstrate an ability to align with a PACE ethos at TLG. • Commitment to actively pursue ongoing personal and professional development in order to enhance the contribution to TLG. 	<ul style="list-style-type: none"> • Effective negotiation skills. • Some experience developing training content.

PERSON SPECIFICATION CONT.

	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Experience in managing projects, meeting deadlines and working with stakeholders. • Experience of supporting children and families in a voluntary capacity. • Experience of teaching or training others. • Understanding of wider government policies and practice on the issues churches face in serving vulnerable children and families. 	<ul style="list-style-type: none"> • Some understanding of or involvement in safeguarding the welfare of children and young people.
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. • Attend and participate fully in devotions, prayer meetings and staff conferences to enhance spiritual relationships within 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	<ul style="list-style-type: none"> • Play an active part in promoting the work of TLG, including the recruitment of individual regular donors into TLG's Hope Giver scheme. • Complete an enhanced DBS check prior to employment, revealing no reason for the applicant being unsuitable to work with young people. • 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. • Provide evidence of qualifications and suitability to work in the UK. 	



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.