

JOB DESCRIPTION – CAP Debt Centre Manager East Lincolnshire Methodist Circuit			
JOB TITLE:	CAP Debt Centre Manager	REPORTS TO:	Church Line Manager
ORGANISATION:	East Lincolnshire Methodist Circuit	CONTRACT:	Permanent
LOCATION:	Remote.	HOURS:	16 hours per week
SALARY and BENEFITS: The Salary is negotiable more than £13.45 per hour and based on 16 hours per week - this could be two days per week, though a more flexible arrangement is possible. We operate a pension scheme providing 8% of salary being paid to your pension (6% employer's contribution and a minimum of 2% employees' contribution). • 28 days annual leave per year (pro-rata for part-time employees).			
ABOUT THE JOB Your role as a CAP Debt Centre Manager will be to manage the running of the Debt Centre in partnership with CAP and East Lincolnshire Methodist Circuit. You will support clients on their journey to becoming debt free through home visits and ongoing support. All of this must be done in a way that positively reflects the Christian faith and the core values of the charity. The minimum time commitment is 16 hours per week, comprising four sessions of four consecutive hours, with at least two sessions being within normal working hours of 9am to 5pm, Monday to Friday. Because this role can involve working with vulnerable people, you'll need to have a Disclosure and Barring Service (DBS) check. East Lincolnshire Methodist Circuit will need to apply for and fund this. We ask you to commit to a minimum of two years in this role due to the level of specialised training required and the time it takes to complete. ROLE AND RESPONSIBILITIES • To be fully trained and proficient in the debt counselling services provided by CAP. • To share the good news of Jesus Christ.			

- To work with the CAP Debt Centre Area Manager, publicising CAP widely in Skegness and surrounding areas and to establish good links with referral agencies.
- To be an advocate for CAP's Debt Centre in the Methodist Church, and to assist in building the befrienders and CAP prayer teams.
- To visit clients at home and encourage them to work with CAP delivering debt advice and presenting an affordable budget and repayment plan.
- Provide support to clients – accompanying them to court, if the situation arises, to deal with repayments and legal agreements.
- Alongside the CAP Debt Centre Area Manager, to develop an awareness of and engage with other CAP initiatives (Job Club and Money Course) as required, and to communicate externally what we are doing for these projects as well as the Debt Centre.
- You will be expected to travel around the circuit for this job
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to five-month probationary period.

MEASURABLE OUTPUTS ... to be included in monthly reports and quarterly reviews

- Number of new contacts made each month
- Number of clients paying into their CAP debt repayment account
- Safeguarding Requirement

The following duties will be undertaken as part of the role outlined above. All roles within the Methodist Circuit carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per the East Lincolnshire Methodist Circuit Safeguarding Policy

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
Evidence of passion for the poor and evangelism, and out working of this	✓	
Experience of successfully leading or motivating a team of volunteers	✓	
Administration experience	✓	
Experience of working with poor and needy people in vulnerable sections	✓	
Comfortable working with numbers, and able to effectively work the and understand a household budget	✓	
The ability and desire to explain the gospel in a clear, relevant and natural way	✓	
Ability to motivate and inspire people to sign up for the service	✓	
Excellent verbal and written communication skills	✓	
Ability to head up PR and publicity for the centre and to persuade third parties to refer clients.		✓
Ability to remain emotionally strong through stressful situations		✓
Logical, articulate approach to work		✓
Good IT Skills – confident using Microsoft Word and the internet		✓

Sincere acceptance and understanding of the Christian purpose of the charity	✓	
CHRISTIAN AND CAP COMMITMENT... The postholder must: • be able to give both verbal assent to, and show practical evidence of, CAP's statement of faith and core values. • have a strong faith in, and relationship with Jesus, and be able to communicate CAP's Christian purpose to the public. • Be a committed member at a local Church, in order to provide visibility of our CAP Services. (Arrangements for this will be discussed at interview.) • attend CAP training events as required, including National Conferences and Evening working may be needed from time to time.		