



**Job vacancy:**

# **Debt Centre Coordinator**

## **Stoke & Newcastle**

*One in three people in chronic debt has attempted or contemplated suicide. The CAP Stoke & Newcastle Debt Centre is one way the church can help to undo the devastation that debt brings to ordinary people. Several churches across Stoke-on-Trent have come together to make this a reality. Now what we need is the right person to coordinate the project.*

**Main purpose of the role:** Your role as a CAP Debt Centre Coordinator would be to set up and manage the debt centre in partnership with CAP and the partner churches. You would support clients on their journey to becoming debt free through home visits and ongoing support. All of this would be done in a way that positively reflects the Christian faith and the core values of the charity.

**Reporting to:** CAP area manager and the partner churches.

**Salary:** this is a volunteer position. All expenses will be paid and a mobile phone and laptop will be supplied.

**Hours:** The minimum time commitment is sixteen hours per week. This can be very flexible, but occasionally may involve evenings.

### **Key accountabilities**

- To positively promote the Christian faith in line with the objectives of the charity.
- To visit clients in their homes and to explain the CAP service in a way that is understood and encourages clients to agree to work with CAP. Mobility is essential to enable home visits, so having a car and full license is a requirement.
- To be part of a team that delivers debt advice to the client – this will involve a fact-find of their current financial situation, communication of the prepared budget and financial plan, and encouragement to stick to the plan.
- To accompany clients to court in order to provide support as they secure affordable repayments and other legal agreements.
- To manage all elements of the debt centre including volunteers, caseload and all central operational tasks such as monthly reports, reviews, running events etc.
- To take part in all initial and ongoing training in order to offer the best service possible.

- To publicise the CAP Debt Centre in a way that makes it available to the widest possible section of society – this will involve developing links with relevant referral agencies.
- To promote the work within the partner churches, encouraging volunteers to become involved in the many aspects of the work (Support team, Prayer team, financial support etc.)
- To promote the work of CAP to friends, families and contacts to increase support and awareness of the charity – this includes encouraging support through the CAP Life Changer programme.

### **Experience (Essential)**

- Evidence of passion for the poor and evangelism, and practical outworking of this.

### **Experience (Desirable)**

- Experience of successfully leading or motivating a team of volunteers.
- Dealing with extensive administration.
- Experience of working with poor and needy people in vulnerable sections of society.

### **Skills/Abilities**

(We know this is quite a list, but if you can tick off a few you're off to a strong start!)

- To have a passion for evangelism and the ability to explain the gospel in a clear, relevant and natural way.
- Comfortable working with numbers, and able to effectively work with and understand a household budget.
- Ability to motivate and inspire people to sign up for our 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.
- A logical, articulate approach to work.
- Excellent time and task management.
- Good administration skills.
- Good IT skills – confident using Microsoft Word and the internet.
- Sincere acceptance and understanding of the Christian purpose of the charity.

### **Christian commitment**

- Must be in agreement with CAP's Statement of Faith and Core Values.
- Must be an active part of a local church in our area, and have the full support of your senior minister.
- Strong faith and relationship with Jesus is essential as you will be the face-to-face contact with the public, communicating the Christian purpose of the charity with clients.
- Prayer is an essential part of the work of CAP, seeking God's help in many varied situations. You will need to be willing to pray with and for clients and team members as a natural expression of your faith.

## **Training**

- Initial training is over 6 days at CAP's head office in Bradford.
- Two residential conferences during the year are also provided.

## **Other**

- As part of this role you must complete an application for an enhanced DBS disclosure (formally CRB).
- You will need access to the internet and an active email address.

## ***What now?***

- *The first step is an informal chat with the chair of the Stoke and Newcastle Debt Centre, Jon Mason, on 0750 200 4611.*
- *Although there is no hard deadline, we are actively recruiting now. If you are interested, please get in touch.*