



**Christians Against Poverty (CAP) Oldham Debt Centre Manager (16 hours per week)  
£12 per hour or voluntary role**

**Home-based with a requirement to travel to clients homes in the Borough of Oldham**

CAP Debt Centres operate as a partnership between the local church (in this case the Oldham Methodist Circuit) and CAP head office to help and support people with unmanageable debts. The Oldham Centre has been successfully operating for over 9 years. The Circuit seeks a CAP Debt Centre Manager to run the Oldham Debt Centre. All of this must be done in a way that positively reflects the Christian faith and the core values of the charity.

The main responsibilities include:

1. To positively promote the Christian faith in line with the objectives of the charity
2. To take part in all initial and ongoing training in order to offer the best service possible
3. To manage all elements of the Debt Centre including the Debt Coach, volunteers, casework and central operational tasks.
4. 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 the use of a vehicle and full license is a requirement in most cases)
5. To be part of a team that delivers the 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
6. To promote the work of CAP in local churches encouraging volunteers to become involved in various aspects of the work (e.g 'befriending, prayer, financial support)

The successful candidate will be a committed and enthusiastic Christian with excellent interpersonal and communication skills.

For Job Description, Person Specification and application form please contact Gordon Roscoe, Oldham CAP Debt Centre Treasurer:

Telephone: 0161 652 4943/0795 146 3287

E-mail: [gordonroscoe@gmail.com](mailto:gordonroscoe@gmail.com)

To discuss the job role please contact Eike Harvey, current Debt Centre Manager:

Telephone: 07964 724020

E-mail: [eikeharvey@capuk.org](mailto:eikeharvey@capuk.org)

Closing date for applications: Friday 25<sup>th</sup> February 2022

Please note that there will be a 2 stage appointment process. The Circuit will select a preferred candidate who will then need to apply to CAP for acceptance for training. Training is due to start on 23 May over 5 weeks and an expenses payment will be made for the time spent on training. Formal appointment will then follow satisfactory completion of the training.