



JOB DESCRIPTION

Job Title	Oldham Christians Against Poverty (CAP) Debt Centre Manager (16 hours per week)		
Reports to	CAP North West Area Manager and the Debt Centre Management Team	Location	<i>Home based with visits to clients homes</i>
Circuit/	<i>Oldham Circuit</i>	Salary	£12 per hour or voluntary

Job Purpose and Objectives

The role of the CAP Debt Centre Manager is to run the Debt Centre in Oldham. You would 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.

Responsible to:	The Lay Employee will be employed by the Circuit and will be line managed by the Debt Centre Management Team . Support and supervision will be provided by the CAP North West Area Manager.
Responsible for:	Debt Coach and Volunteers working as Debt Centre ‘Befrienders’

- Main Responsibilities**
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

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 accompany clients to court or other appointments in order to provide support as they secure benefit entitlements, affordable repayments and other legal agreements
7. To publicise the CAP service in a way that makes it available to the widest possible section of society – this will involve developing links with relevant referral agencies so as to provide a service working in harmony with all relevant agencies
8. 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)
9. 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

Terms and Conditions

1. Terms of appointment: 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. This is a permanent post. However the continuity of the post is dependent on continued funding
2. The rate of pay will be: *£ 12 per hour increasing annually for inflation or voluntary*
3. Normal working pattern: The 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.
4. You will be expected to have the use of a vehicle for this job.
5. As part of this role, we ask that you have access to the internet and an active email address. A laptop and mobile phone will be provided if required
6. **NB Final appointment will be subject to acceptance for training by Christians Against Poverty and satisfactory completion of the training.**
7. All reasonable expenses will be reimbursed and a small allowance given for on-going training.
8. There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
9. 28 days statutory annual leave entitlement per year (pro-rata for part-time workers ie 89.6 hours per annum
10. Because the role may involve working with vulnerable people the appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
11. Appointment will be subject to satisfactory references.
12. Appointment will be subject to the satisfactory completion of up to three month probationary period.

Management

The Lay Employee will be employed by the Circuit and will be line managed by the Debt Centre Management Team . Support and supervision will be provided by the CAP North West Area Manager.

The collective responsibilities of the parties named above will be to:

- 1 Become familiar with the work of the Lay Employee.
- 2 Work with the Lay Employee to respond to new challenges and opportunities in mission.
- 3 Determine and review priorities for the work.
- 4 Ensure good communications between all the 'stakeholders' (individuals and groups) involved.
- 5 Ensure that the Lay Employee receives suitable pastoral support
- 6 Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).