

PERSON SPECIFICATION

Job Title: Christians Against Poverty Debt Centre Manager – Oldham

Circuit: Oldham

	Essential	Desirable	Method of Assessment
Education & Training			
Educated to GCSE level (grade C Maths and English or equivalent)	x		Q
Book keeping or accountancy qualification		x	Q
Proven Ability			
Emotionally strong in stressful situations and willing to accept support, including prayer, as necessary	x		A,I
Current and active member of Christian Church or Community	x		A, I
Ability to motivate and inspire people to sign up for our service	x		I
A passion for and experience of working with poor and needy people in vulnerable sections of society	x		A,I
Comfortable working with numbers, and able to effectively work with and understand a household budget	x		A,I
The ability and desire to explain the Gospel in a clear, relevant and natural way	x		A,I
Excellent verbal and written communication skills	x		A,I
Logical, articulate approach to work	x		A,I
Excellent time and task management	x		A,I
Ability to lead and motivate a team of paid workers and volunteers	x		A,I
Good administration skills	x		A,I
Good IT skills – confident using Microsoft Office and the internet including virtual meetings	x		A,I
Sincere acceptance and understanding of the Christian purpose of the charity	x		A,I
Any Other Requirements			
Use of car or other vehicle for travel to clients	x		A,I
Satisfactory Enhanced Disclosure from the Disclosure & Barring Service	x		DBS Application
Must be able to give both verbal assent to and practical demonstration of Christians Against Poverty's Statement of Faith and Core Values	x		A,I

Must be able to actively take part in prayer and worship, whether individual, in a small group or corporately, as an expression of own personal faith and in line with CAP's Statement of Faith	X		A,I
Satisfactory completion of training by Christians Against Poverty	x		Q

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)

Last Date Modified: April 2021