



Job Title: CAP Debt Centre Manager
Location: Alive Church, Gateshead, UK
Job Type: PT 16 hours (0.4)
Salary: £27,000 FTE Pro rata

About Alive Church:

We are Alive Church, St George's.

We are a diverse community gathered from across Gateshead, Newcastle and the North East with a vision to see individuals, the church and our communities across our region Come Alive in Jesus name.

As part of the HTB network, we belong to a wider family. Together we are playing our part in the re-evangelisation of the nation, the revitalisation of the church and the transformation of society.

At Alive Church we celebrate our diversity and encourage applicants from diverse backgrounds.

There is an occupational requirement to be a practicing Christian in accordance with the Equality Act 2010.

About CAP:

Tackling UK poverty through the Alive Church Welcome

Thank you so much for considering joining us as a CAP Debt Centre Manager. This is your opportunity to be part of a rapidly growing movement of people who are working together to tackle one of the biggest social problems facing us today. Together, CAP and Alive Church are on a mission to set people in our nation free from a life sentence of debt, poverty and their causes. Working together means we can offer our clients not only expert practical support, but companionship, hope and a chance to hear the gospel too.

Role

Your role as a CAP Debt Centre Manager will be to manage the running of the Debt Centre in partnership with CAP and Alive Church. 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 time commitment is 16 hours per week.

As this role can involve working with vulnerable people, you'll need to have an Enhanced Disclosure and Barring Service (DBS) check.

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.

Please note, as part of this role, we ask that you have access to the internet, car and full driving license.

Accountabilities

- To positively promote the Christian faith in line with the objectives of the charity.
- To take part in all initial and ongoing training 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 also involve developing links with relevant referral agencies.
- To promote the work within your church, encouraging volunteers to become involved in the many aspects of the work (Support team, Prayer team, financial support etc) .
- 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.
- To go above and beyond in supporting our clients. This may include accompanying clients to court for issues relating to their debt situation, accompanying on medical appointments or helping with shopping.
- 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.
- To manage all elements of the Debt Centre including volunteers, caseload and all central operational tasks, such as monthly reports, reviews etc.

Experience

Essential - Demonstrate a passion for serving our community and evangelism, and the outworking of this.

Desirable - Experience of administration and successfully leading or motivating a team of volunteers.

Skills / Abilities

The ability and desire 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 remain emotionally strong through stressful situations.

Logical, articulate approach to work.

Competent administration and IT skills.

Christian commitment

Must be able to give both verbal assent to and practical demonstration of Christians Against Poverty's Statement of Faith and Core Values.

Must be able to actively take part in prayer and worship at Alive Church.