

CAP Debt Coach

This job description outlines the key responsibilities of, and output required from, the post holder. The job description is set by the Christians Against Poverty Charity.

Christians Against Poverty runs a network of debt counselling community outreach centres throughout the UK, each one in partnership with a local church. Each of these centres is run by a Centre Manager who is responsible for the work in that particular centre, and the Debt Coach will work alongside them to help deliver that service.

Main purpose of the post

The purpose of the Debt Coach is to help provide good quality debt advice to people taken on by the centre as CAP clients, and to do this in such a way as it positively reflects the Christian faith and the core values of the charity.

Accountabilities

- To positively promote the Christian faith in line with the objectives of the charity.
- To become trained and proficient in the services CAP offers so as to be part of a team offering a high quality debt counselling service.
- To visit clients in their own homes and to explain the CAP service in a way that encourages clients to agree to work with CAP. Mobility is essential (to enable home visits), and so having a car and a full license would be a requirement in most cases.
- To be part of a team that presents the debt advice to the client. This will involve a fact find of clients' current financial situation, communication of the prepared budget and financial plan to clients, and working with clients to encourage them to stick to the plan.
- To accompany clients to court in order to provide support as they secure affordable repayments and other legal agreements.
- They may be required to help the Centre Manager publicise the CAP service in such a way that it is made available to the widest possible section of society. This will involve developing links with relevant referral agencies.

Person Specification

Experience

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

Desirable - Experience of working with poor and needy people in vulnerable sections of society

Skills / Abilities

Comfortable working with numbers, and able to effectively work with and understand a household budget

The ability and desire to explain the Gospel in a clear, relevant and natural way

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
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 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, whether individual, in a small group or corporately, as an expression of own personal faith and in line with CAP's Statement of Faith

At its core, CAP is:

Passionate and compassionate: We do what we do because we care deeply about seeing people released from debt, poverty and their causes

Excellent and generous: We go above and beyond for our clients

Courageous: Who wants to settle for the same old when we can push for bigger and better?

Fun and united: We're one big CAP family!

Christ-centred: We know none of this would be possible without Jesus

What support will I get?

- Regular supervisory meetings with your line manager.
- Confidential reviews with CAP central staff on a regular basis.
- Monthly, prayer and pastoral support from an appropriate Church member.
- Access to appropriate training as part of your continuing professional development.

Main Terms and Conditions

Job Title:	CAP Debt Coach
Responsible to:	Line Manager (to be decided upon appointment)
Reports to:	CAP Truro Centre Manager/Vicar, St Kea Church
Post status:	This is a funded post, currently guaranteed funding for 2 years, and we expect this post to continue after this time.
Location:	Desk space will be provided if required at Kea Church Office, Kea, Truro, Cornwall TR3 6AE. The post will require flexible working; working from home would be acceptable.

Hours of work:	8 hours per week across two days.
Salary:	£4331 - £4759 gross annually (£10.41 per hour, then £11.44 per hour from April 2024, 8hrs per week)
Pension:	An occupational pension is provided with this position and is currently provided with People's Pension.
Holidays:	44.8 hours per year plus bank holidays
Safeguarding:	As this work involves vulnerable people, a DBS check will be required and the postholder will be required to undertake safeguarding training. An occupational requirement exists for the post-holder to be a practicing Christian in accordance with the Equality Act 2010.
Employer:	St Kea PCC

This job description sets out the main duties of the post. It is not intended to be rigid and inflexible and should be regarded as providing guidelines within which the post holder is required to work. Other duties of a similar nature may be assigned from time to time. Duties may vary to meet the changing needs of St Kea Church without changing the general character of the post or the level of responsibility it entails.

Our Vision - Seeing God Transform Lives

We believe God is in the business of **seeing lives transformed** as we come to know the love of Jesus, trust in his forgiveness and live for him.

At St Kea it is okay not to be okay. God meets us where we are and invites us to know more of Him. We are committed to helping everyone join in this great adventure as He transforms us together to be the people we were made to be.

As a church we seek to be very honest and real, **Engaged** with the world all around us. We are committed to **Evangelism**, sharing the good news of Jesus with those who do not know him. We want to see all Christians **Established** in their faith, growing deeper as they seek to live for Jesus. Finally, we want to help everyone be fully **Equipped** for the unique life God calls them to live.

We long that everyone who lives and works in Truro and the surrounding localities would have the opportunity to receive the gospel from someone who loves them.

Our Beliefs and Values

Belief 1 - A God Centred Church. Everything we do is to God's glory alone.

Value 1 - We want to praise and glorify God in everything we do.

Belief 2 - A Jesus Focused Church. Jesus is Lord over his Church, the one who will build his church, and everything we do is through faith in Him alone by his grace alone.

Value 2 - We seek to reflect Jesus' character in our life together - loving, gracious, compassionate, forgiving, truthful, kind, patient, good, gentle, self controlled.

Belief 3 - A Gospel Living Church. Our life is empowered by the Holy Spirit who transforms us to live as disciples of Christ, each member playing their part as God has determined.

Value 3 - Every member seeks to live for Christ in the power of the spirit, selflessly using the gifts God has given them to serve others, being committed, diligent and hard working.

Belief 4 - A Word Centred Church. Everything we do is governed by God's word of the scriptures alone.

Value 4 - We seek to live according to God's word in all things, allowing his word to shape our life together.

Belief 5 - A Gospel Speaking Church. We are called to witness to God's grace and call people to faith in Jesus.

Value 5 - We seek to be outward looking, serving others and sharing the good news of Jesus.

Belief 6 - A Gospel Partnering Church. We are part of the universal church spread across the world.

Value 6 - We seek to work in partnership with other gospel believing churches, both locally, nationally and internationally.