

CAP DEBT CENTRE MANAGER

We are seeking to appoint a part-time CAP Debt Centre Manager to restart our Debt Centre and run it effectively to achieve the aims of the Circuit and Christians Against Poverty (www.capuk.org) working in partnership.

We are looking for someone:

- with an empathy for people in financial difficulty and able to connect people in need with the financial expertise of CAP and the caring ministry of the church
- who is well-organised and reliable and who wants to see lives transformed

The person appointed will be required to:

- Be accepted for and receive full training from CAP
- Manage the Debt Centre
- Visit clients accompanied by a volunteer, including leading informal prayer
- Build relationships with clients, volunteers and churches

The appointment is initially for a fixed term of three years, which may be extended subject to review and future funding being available.

A satisfactory enhanced disclosure from the Disclosure and Barring Service will be required.

An occupational requirement exists for the postholder to be a practising Christian.

NEXT STEPS & MAIN TERMS

Hours of work:	16 hours per week, comprising of 4 sessions of 4 consecutive hours, Monday to Friday. Days/times flexible, to be agreed with your Line Manager, with a minimum of 2 sessions worked between the hours of 8.30am and 5.30pm.
Contract:	Initial three year fixed term contract.
Salary:	£11,456.64 per annum for 16 hours per week (£13.77 per hour, reviewed annually) with enrolment in the Circuit's workplace pension scheme.
Location:	Home based (although an office will be available in one of the churches in the Circuit if preferred). N.B. The Debt Centre is a service for people, not located in a specific building.
Next steps:	For more information, please contact Revd Roger Smith via roger.smith@methodist.org.uk or 07743 533577. For an application pack, please contact Juliana Caukwell via circuitmanager@wandamethodists.org.uk or 07544 165040.
Closing date:	Monday 4 th March 2024 at 12 noon
Interview date:	Tuesday 12 th March 2024
CAP induction day:	Wednesday 8 th May 2024
Start date:	Monday 3 rd June 2024

To learn more about our Circuit and the work we do, please visit: