

Christians Against Poverty (CAP) Debt Centre Manager

Job Description

Gloucester Vineyard Church

Creating a community that brings hope and joy to Gloucester

Job Title: Debt Centre Manager

Job Role/Summary: Gloucester Vineyard Church is leading a coalition of six churches in Gloucester who are combining resources to run a CAP Debt Centre, which opened in November 2020. We are seeking a compassionate, gifted individual with a high degree of emotional intelligence and an entrepreneurial spirit to manage this joint venture with momentum and longevity. We are seeking a gifted manager with a proven track record of working with a diverse client base, especially those in extreme poverty.

About CAP: CAP are on a mission to set people in our nation free from a life sentence of debt, poverty and their causes. Our 618 services, including Debt Centres, Job Clubs, Fresh Start and Life Skills groups, are all run through local churches, meaning we can offer our clients not only expert practical support, but companionship, hope and a chance to hear the gospel too.

Vision for the Debt Centre: To provide a quality and effective debt relief service to those suffering with over-indebtedness in Gloucester and to demonstrate and invite people into the Kingdom of God.

Responsible to: Senior Pastors of Gloucester Vineyard Church - Daniel and Emily Smith **Hours worked:** 16 hours (comprising of 4-hour blocks to be worked Monday-Friday 9:00-17:00)

Based at: Working from one of the partner churches office space.

Salary: £28,000 pro-rata (£11,200) + pension contribution

Annual Leave: 21 days pro-rata

Probation Period: 3 Months

Terms of Employment: Permanent Contract

Application deadline: Friday 1st March (we reserve the right to close the application window early if we have sufficient suitable applications before this date).

Interview process: Interviews will be held in the middle of March. The successful applicant will be subject to an enhanced DBS check and will need to complete a further approval process with CAP head office before the role is officially offered.

Start date: TBC

Key Responsibilities:

1. Overseeing the day to day running of the debt centre.
2. Carrying out regular client visits.

3. Ensuring meticulous record keeping and administration.
4. Overseeing and coordinating volunteers including provision of training and supervision.
5. Communicating the vision and values of the centre to people and organisations and giving presentations on a regular basis.
6. Promoting the debt centre on social media.
7. Being willing to share your faith and pray with clients on a regular basis.
8. Journeying with clients towards becoming debt free including occasionally accompanying them on court visits.

Further Responsibilities:

1. Leading and contributing towards regular prayer meetings.
2. Creating a healthy team dynamic amongst volunteers.
3. Overseeing and spending a 'blessing budget' for clients in need.

Essential Qualifications, Experience and Character:

1. Be a passionate follower of Jesus with a commitment to life-long development.
2. Have a heart for the poor and the lost.
3. Have a proven track record of working with those in extreme poverty and in complex social situations.
4. Computer literacy.
5. Comfortable working with numbers, able to effectively work with and understand a household budget.
6. Access to a vehicle is essential.
7. Experienced in leading a team of volunteers and working towards specific goals.
8. Self-motivated and well organised with good time management.
9. Confident and honest in offering feedback and reports to senior pastors.
10. Entrepreneurial, flexible and good at problem solving.
11. It is highly desirable but not essential that the applicant attends one of the six partner churches.

How to apply

If you're interested in applying for the role please send a CV and a covering letter to hello@gloucestervineyard.org by the 1st March.

Please briefly speak to the following competencies in your covering letter

1. Your faith journey so far.
2. Your experience of working with those in extreme poverty.
3. Why you think you would be a good fit for this job.
4. Any other experience or qualifications not mentioned in your CV which you think we should know about.