

CAP Debt Centre Coach

Welcome

Thank you so much for considering joining us as a CAP Debt Centre Coach. This is your opportunity to join a rapidly growing movement of people who are working together to tackle one of the biggest social problems facing us today. We're so excited for you to join the family!

Who are we?

We're on a mission to set people in our nation free from a life sentence of debt, poverty and their causes. All our services, including Debt Centres, Job Clubs 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.

At our core, we're:

- 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

CAP Debt Centres

All CAP's services are run through local churches to engage and support people in their communities. CAP Debt Centres provide practical and holistic support for people struggling with debt, as well as offering them the opportunity to hear the Gospel.

Role

Your role as a CAP Debt Centre Coach will be to support the Debt Centre Manager in running the debt centre. 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 CAP Debt Centre in Bath is at Manvers Street Baptist Church in central Bath. You will be working alongside the CAP Debt Centre Manager, who will be your Line Manager.

The time commitment is 1 day per week, on a day when the Debt Centre Manager is also working.

As part of this role, you must complete an application for an enhanced DBS disclosure.

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. We are actively seeking funding for this position in the longer term.

Please note, as part of this role, we ask that you have access to the internet and an active email address.

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 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 (mobility is essential to enable home visits, so having a car and full license is a requirement)
- To be part of a team that delivers the debt advice to the client – this will involve an Electronic Fact Find (EFF) of their current financial situation, communication of the prepared budget and financial plan, and encouragement to stick to the plan
- There is a possibility the coach may accompany clients to court to provide support as they secure affordable repayments and other legal agreements
- Will be required to help with publicising the CAP service in a way that makes it available to the widest possible section of society, including the use of social media and maintaining links with relevant referral agencies.
- To promote the work of CAP in your church
- To promote the work of CAP to friends, families and contacts to increase support and awareness of the charity – this includes encouraging support through the CAP Life Changer programme

Person Spec

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 and Abilities

We know this is quite a list, but if you can tick off a few you're off to a strong start!

- 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
- Experience of creating a media presence e.g Instagram
- 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

WHAT HAPPENS NEXT?

Selection

1. Tell us a bit more about yourself by filling out the application form. You may add further details on a Word Document if you run out of space.
2. Once we've received your application, we'll read and process it within 48 hours.
3. The next step, if your application is suitable, will be an invitation to initial interview at the Church Rooms, 2a Avenue Place, Combe Down Bath BA2 5EE. If

successful, you will then be invited for a second interview by CAP representatives.

4. We'll contact you after the second interview and, if you're successful, and you are happy to proceed, you will be invited for training for the role of Debt Centre Coach. Any questions? Give our selection team a shout on 01274 760797.

Training

Training online: Stage 1 1st – 12th November (16 hours) Stage 2 15th Nov – 3rd Dec (16 hours) There's also one additional day of regional training to be completed within the first year of your initial training.

Please note, our training course forms part of our selection process. Although very rare, we do reserve the right to withdraw the offer of any role should any issues arise at training.

Ongoing

We hold two annual conferences – they're a brilliant opportunity for us to come together to worship God, connect with other CAP workers and be re-inspired by our vision. As part of your role, we ask that you join us for at least one of these.

We also hold two Regional Team Days a year – these are organised by your CAP Area Manager and are an opportunity for you to connect with others working with CAP in your region. It would be really beneficial for you in your role to attend these.