

CAP Malvern & Ledbury

Recruitment of Debt Centre Manager and Debt Coach

Background

Christians Against Poverty (CAP) provides free debt help and local community groups across the UK. Our services, run with local churches, provide practical and emotional support and show people that there is always hope. A Debt Centre was opened in Malvern in 2019 with the support of virtually all of the churches in the town. In 2021 this was expanded to cover Ledbury. The Centre is now mature with good relationships with referral agencies, a strong prayer network and a healthy support team of Befrienders. There is much for which we thank the Lord. We have worked with over 60 clients and we have already seen 15 of these households become free of their debts.

The Centre Manager is moving on at the end of the year and we are looking to recruit a new Centre Manager and Debt Coach and hopefully increase the number of clients that the Centre can support.

The Roles

To find out more about the requirements of the roles of Debt Centre Manager and Debt Coach please visit CAP's website at link: www.capuk.org/get-involved/your-church/partner-with-cap/cap-debt-help/partnership-process/service-roles .

These are part time paid roles (Centre Manager 3 days per week and Debt Coach 2 days per week with hours and salary to be confirmed following successful interview).

The Centre does not occupy a physical building. A laptop will be provided and the candidate will be expected to work from home, or in an agreed working space, most of the time when not with clients. There is an essential requirement for the candidate to be able to drive and to have access to a vehicle in order to visit clients.

To Apply

Please complete the attached application form indicating whether you wish to be consider for either or both of the roles and return it to Andy Lymer either by email to treasurer@standrewsmalvern.uk or by post c/o St Andrew's Church, Churchdown Road, Malvern WR14 3JX

Closing date for receipt of applications: 1st July

Timeline for Successful Applications

- Short-listed applicants will be invited to a face-to-face interview in Malvern on **either 12th or 13th July**
- There is a two-stage application process and candidates who are selected locally will be required to follow CAP's own selection process by early September and be available for an interview with staff from CAP's Head Office in early October
- Applicants who pass this stage will then undergo specialist part-time training from Nov 7th to Dec 9th with hours to suit the candidate. During this period the candidate will start to be employed and paid
- Alongside this training there will be the opportunity to start to do some on the job familiarisation with the existing Centre Manager
- The new roles will be formally recognised in Jan 2023 once training and assessments have been successfully completed