

Oxford Churches Debt Centre

Christians Against Poverty Centre Manager Role



This job description outlines the key accountabilities of, and output required from the post holder. It is not a definitive list and the role may well change and evolve over time. This incorporates requirements from the Oxford Churches Debt Centre (OCDC) and Christians Against Poverty (CAP).

Context of the job:

The Oxford Churches Debt Centre (OCDC) is a charity run by a consortium of five local churches in Oxford that was set up in February 2014 to run a Christians Against Poverty (CAP) Debt Centre.

Christians Against Poverty runs a network of debt counselling community outreach centres throughout the UK, each one in partnership with a local church(es). Each of these centres is run by a Centre Manager who is responsible for the work in that particular centre/ church.

Oxford Churches Debt Centre: <https://oxfordchurchesdebtcentre.com>

Christians Against Poverty: <https://capuk.org/>

Centre Manager Role Specification

Reports to:

- CAP Area Manager.
- For employment purposes, the Chair of Trustees (OCDC) will be designated the Line Manager on behalf of the trustees.

Staff responsible for:

- Other Debt Coaches in the Centre.
- Support team (Community Link Coordinator and Administrator).

Recommended salary:

- A pro-rata starting salary of **£24,859 - £28,789** FTE (depending on the successful candidate's previous experience). 6% Pension contribution. Reasonable expenses reimbursed.

Hours:

- 28-32 per week, spread over 4 to 5 days – with flexibility how this is worked out in practice. Occasional evenings and weekends will also be required.

Main purpose of the job:

The purpose of the Centre Manager will be growing and developing the centre to achieve the aims of the charity. This must be done in such a way as it positively reflects the Christian faith and the core values of the charity.

Key Responsibilities:

1. Future development

- Grow the reach and capacity of the centre to ensure the maximum number of people in debt and poverty can receive the help they need.
- Alongside the Community Links Coordinator, publicising the CAP service in such a way that it is made available to the widest possible section of society. This will also involve developing links with relevant referral agencies.
- Developing new initiatives and increasing the services offered by the centre (Job clubs, Life Skills, etc).
- Alongside the debt coaches, running evangelistic events for clients to hear the Gospel of Jesus clearly, engagingly and relevantly presented.
 - *The centre is required to run four events for clients PA; two of which are expected to have a gospel presentation/testimony.*

2. People Management

- Regular line-management meetings with staff to help them manage and prioritise their workloads in line with centre priorities.
- Responsible for day to day HR management.
- Alongside the Debt Coaches, recruit, train, equip and manage local volunteers.
 - *This involves running at least two training events PA.*

3. Office management

- Line manage the administrator, and ensure smooth running of the office and that up-to-date policies and systems are in place.
- Ensure monthly reporting and reviews are held and forwarded on as appropriate.

4. Church Links

- To promote the work within the local churches encouraging volunteers to become involved in the many aspects of the work (Support Team, Prayer Team, financial support, etc.).
- Managing relationships with partner and associate partner churches (alongside reps and trustees) - ensuring good two-way communication flow.
 - *This includes attendance at the first part of six Trustees meetings PA.*
 - *As well as running two evening meetings for church reps PA.*
- Developing relationships with other churches who may be interested in getting involved - in order to grow the capacity of the centre.

5. Debt Coach

- 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 licence 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 agreement.

Measurable outputs

- Number of clients approaching CAP for help.
- Number of clients saved and disciplined at local church.
- Number of clients encouraged to work with CAP and paying into their CAP account.
- Number of churches becoming associate partners.

Person Specification

Christian Commitment:

- The candidate must be able to give both verbal assent to, and practical demonstration of, Christians Against Poverty's Statement of Faith and Core Values.
- Strong faith and relationship with Jesus is essential as they will be the face-to-face contact with the public, communicating the Christian purpose of the charity with clients.
- They must be a committed member of one of the partner or associate churches.
- They must have a demonstrable heart and passion for evangelism and mission.

Knowledge and Experience:

- Recent experience of reaching out to individuals and sharing the Christian faith with them.
- Experience of working with poor and needy people in vulnerable sections of society.
- Experience of leadership and managing a team (preferably experience of managing volunteers).
- Experience of pioneering and launching a project(s) (preferably in a church or community setting).
- Experience of communicating in large group, small group and one-to-one settings.

Skills/ Abilities

- Excellent leadership skills and ability to cast vision and inspire others to follow.
- Ability to explain the Christian faith in a relevant and natural way.
- Excellent written and verbal communication skills.
- Ability to head up PR and publicity for the centre and to persuade third parties to refer clients.
- Ability to remain emotionally strong through stressful situations.
- Excellent time and task management.
- Good administration skills and IT skills – confident using Microsoft Office and the Internet.

Other requirements:

- 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.
- Must attend initial training (four days) and refresher (one day) training at Head Office.
- Must attend national conference (two day residential in Autumn) and three regional Revive Days every year.
- Comfortable in a charismatic Christian environment.
- Flexibility to work occasional evenings and weekends.
- Must complete an application for an Enhanced DBS Disclosure (Formerly CRB).
- This role is subject to being accepted by CAP's Group Credit Licence requirements.
- The above job description is a guide to the work that may be required but does not form part of a contract of employment and may change from time to time to reflect changing circumstances.

Please direct any questions to Chair of Trustees – Tim Guest on 07962 989002 or tim.guest@cowleychurchcommunity.org.uk