



Job Title:	CAP Job Club Manager	Reports to:	Holy Trinity Discipleship Leader and CAP Area Manager
Organisation	Holy Trinity Church of Scotland	Attendance	15 hours per week
Location:	2 Hailesland Place, Edinburgh	Staff responsible for	Volunteer Team

Salary is £9,500 pa for two days (15 hours) / week.

Appointment initially for 12 months, with review of contract beyond this at end of first year.

Job Description – CAP Job Club Manager – Holy Trinity Wester Hailes

PURPOSE OF JOB

The CAP Job Club Manager is responsible for taking the lead in running all three elements of the CAP Job Club: Course, Community and Coaching, based in Holy Trinity Church and achieving the aims among our community, of a CAP service to the unemployed, which are to help job seekers find work, as well as offering them the opportunity to hear the Gospel.

ROLE AND RESPONSIBILITIES

- To share the good news of Jesus Christ.
- To be fully trained and proficient in the Job Club services provided by CAP.
- To manage all elements of the CAP Job Club, including volunteers and all central operational tasks, such as using the IT system provided and reviews.
- To support members individually and in a group.
- To promote the CAP Job club widely in Wester Hailes and surrounding areas and to establish good links with other agencies, especially Job Centre Plus.
- To be an advocate for CAP’s Job Club in Holy Trinity Church, assist in building the volunteer and CAP prayer teams and to communicate externally what we are doing for these projects as well as the Job Club.
- Alongside Holy Trinity’s CAP Debt Centre Manager, to develop an awareness of and engage with other CAP initiatives as required, establish good links with referral agencies.

Measurable outputs to be included in monthly reports and quarterly reviews

- Number of new contacts/referrals made to Job Club each month
- Number of clients attending Job Club at Holy Trinity
- Number of clients being supported outside of Job Club
- Number of supporters and volunteers active in the CAP Job Club service.

QUALIFICATIONS AND SKILLS

- Ability and desire to explain the gospel in a clear, relevant and natural way with recent experience of reaching out to individuals and sharing the Christian faith
- Mentor/Coach – experience of discipling new Christians
- Compassionate, friendly, and relational, able to lead and motivate others.
- Able to relate to the poor, needy and vulnerable, giving them motivation & confidence to work with CAP



- Enjoys relationship building, able to develop strengths, skills and motivation in others.
- Passion for the poor and outworking of this in mentoring and coaching
- Evidence of leading a small group or project
- Communicate well in large and small groups and in one-to-one situations
- Able to persuade third party groups to refer clients to the CAP Job Club.
- High emotional intelligence and understanding of the human factors involved in the role.
- Good time and task management and able to work alone and as part of a team
- Logical, articulate approach to work, with good administrative skills and communicate well in letters and e-mails
- Effective in using Office IT – MS Word, Excel, Powerpoint, Internet and e-mail system such as Outlook

CHRISTIAN, HOLY TRINITY CHURCH AND CAP COMMITMENT

- The postholder must be able to give both verbal assent to, and show practical evidence of, CAP's statement of faith and core values.
- They must have a strong faith and relationship with Jesus, in order to be able to communicate CAP's Christian purpose to the public.
- The successful applicant must be able to commit to a level of regular Sunday attendance, discussed at interview, in order to provide visibility of CAP Job Club at Holy Trinity Church. They will work under the oversight of Holy Trinity's Kirk Session.
- They must attend CAP training events as required, including National Conferences.
- Evening working may be needed from time to time.
- Must successfully apply for membership of the PVG Scheme for work with Protected Adults.