

<b>JOB DESCRIPTION – CAP (Christians Against Poverty) Debt Coach, Holy Trinity Church, Wester Hailes</b>			
<b>JOB TITLE:</b>	CAP Debt Coach	<b>REPORTS TO:</b>	CAP Debt Service Manager and CAP Area Manager
<b>ORGANISATION:</b>	Holy Trinity Church of Scotland		
<b>LOCATION:</b>	2 Hailesland Place, Edinburgh	<b>HOURS:</b>	30 hours per week (2 x 15 hrs Job share also considered)
<p><b>Salary and benefits:</b> The Salary is £18,800, based on 30 hours per week (Lunch-Break included) – this could be 4 days / week, or a job sharing option could also be considered.</p> <p>We operate a pension scheme providing 9% of salary being paid to your pension. (4% employer’s contribution and a min of 5% employee contribution).</p>			
<p><b>ABOUT THE JOB</b></p> <p>The CAP Debt Coach is responsible for supporting the CAP Debt Centre Manager in the efficient running of the CAP Debt Centre, achieving the aims of CAP - seeing people freed from the entrapment of debt and coming to a personal faith in Jesus Christ. In addition to assisting in the management of the CAP Debt Centre, you will visit clients in their homes, encourage them to work with CAP, and provide them with support. You will deliver debt advice and work with CAP Central to communicate affordable budgets and repayment plans to clients and encourage them to follow and work with their debt management plan. The Debt Coach will report to the CAP Debt Centre Manager, providing mutual support and cover during periods of scheduled holidays.</p> <p>There may be the potential for working with clients in a prison setting.</p> <p>An important aspect of the role, working alongside the CAP Debt Centre and Job Club Managers, will be to communicate the mission and culture of CAP both in the community and in Holy Trinity Church, continuing to expand our network of external referral agencies, while at the same time helping to build the team of volunteer befrienders. Therefore, with this importance of providing visibility of our CAP Services at Holy Trinity Church, some level of attendance is essential to the role, and arrangements for this will be discussed at interview. You will be working in the Edinburgh West Debt Centre, covering the community of Wester Hailes and the surrounding areas in Edinburgh. The CAP Debt Centre is based at Holy Trinity Church and comes under the oversight of Holy Trinity’s Kirk Session. Line Management will be from the Holy Trinity CAP Debt Service Manager and the Area manager of Christians Against Poverty.</p>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• To be fully trained and proficient in the debt counselling services provided by CAP.</li> <li>• To share the good news of Jesus Christ.</li> <li>• To work with the CAP Debt Centre Manager in publicising CAP widely in Wester Hailes and surrounding areas and to establish good links with referral agencies.</li> <li>• To be an advocate for CAP’s Debt Centre in Holy Trinity Church, and to assist in building the befrienders and CAP prayer teams.</li> <li>• To visit clients at home and encourage them to work with CAP delivering debt advice and presenting an affordable budget and repayment plan.</li> <li>• Provide support to clients – For example- accompanying them to court or helping them in benefits or grant applications.</li> </ul>			

- Alongside Holy Trinity's CAP Debt Centre Manager, to develop an awareness of and engage with other CAP initiatives (Job Club and Money Course) as required, and to communicate externally what we are doing for these projects as well as the Debt Centre.

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
Share the gospel in a clear, relevant and natural way with recent experience of reaching out to individuals.	✓	
Build relationships, support and motivate others to develop strengths and skills.	✓	
Compassionate and able to relate to the poor, needy and vulnerable giving motivation & confidence and the desire to solve financial issues.	✓	
Logical, articulate approach to work, with good administrative and communication skills.	✓	
Effective in using Office IT – such as MS Word, Excel, Powerpoint, Internet and e-mail system such as Outlook.	✓	
Good time and task management: able to work alone and as part of a team.	✓	
Good networking skills and able to persuade third party groups to refer clients to the CAP Debt Centre.		✓
Experience of leading and supporting volunteers.		✓
Experience of supporting individuals in need of dealing with financial issues.		✓
<p><b>CHRISTIAN, HOLY TRINITY AND CAP COMMITMENT... The postholder must:</b></p> <ul style="list-style-type: none"> <li>• be able to give both verbal assent to, and show practical evidence of, CAP’s statement of faith and core values.</li> <li>• have a strong faith and relationship with Jesus, and be able to communicate CAP’s Christian purpose to the public.</li> <li>• be able to commit to a level of regular Sunday attendance, in order to provide visibility of CAP Debt Centre activity at Holy Trinity Church.</li> <li>• They must attend CAP training events as required, including National Conferences and Evening working may be needed from time to time.</li> <li>• Must successfully apply and secure membership of the PVG Scheme for work with Protected Adults.</li> <li>• Successful applicant will have appointment confirmed by CAP interview after Holy Trinity Church selection is completed.</li> </ul>		

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