

<b>JOB DESCRIPTION – CAP (Christians Against Poverty)</b>			
<b>CAP Community Manager, Holy Trinity Church, Wester Hailes</b>			
<b>JOB TITLE:</b>	<b>CAP Community Manager</b>	<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>	15 hours a week

**Salary and benefits:** The Salary is £11,000, based on 15 hours a week (Lunch-Break included)  
 We operate a pension scheme providing 10% of salary being paid to your pension. (5% employer’s contribution and a min of 5% employee contribution).

**ABOUT THE JOB**

The CAP Community Manager will work alongside and report to the CAP Debt Centre Manager to continue to develop and extend the work of CAP in the community of Wester Hailes. The role will be divided into two work streams - CAP drop in manager and CAP job club coach.

*CAP Drop In*

You will have primary responsibility for the continued development of the well-established weekly drop in. This drop in is attended by both CAP clients and individuals from the local community. You will have responsibility for the organisation of the drop in, coordination of a group of volunteers, ensuring that a welcoming and supportive environment is created, signposting individuals in need, as well as planning annual events. You will work closely with the CAP Debt Centre team and volunteers in facilitating drop in.

*CAP Job Club Coach*

You will receive job club training from CAP which will allow you to engage with the Job Centre and take referrals from them. You will oversee a caseload of individual job seekers with a wide range of needs and support them on their way back into work. This will involve helping individuals write CVs, arranging volunteering opportunities, signposting to other organisations and ministries, and working closely with the Job Centre.

You will be focused on meeting the needs of the local community holistically by attending to the needs of community members on an individualised, case-by-case basis. Supporting individuals to secure work is one aspect of this support, however you will be a creative and innovative individual who is able to respond to a wide variety of needs.

An important aspect of the role, working alongside the CAP Debt Centre Manager, will be to communicate the mission and culture of CAP - to provide real people with real help from a real God - sharing the good news of Jesus in word and action. You will be required to share this mission and culture to the individuals you will work with, as well as within 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, given the central role 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.

**ROLE AND RESPONSIBILITIES**

- To be fully trained and proficient in the job club provided by CAP.
- To share the good news of Jesus Christ.
- 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.
- To run and develop the weekly CAP drop in as a community hub meeting the varied needs of individuals in the local community.
- To be an advocate for CAP's Drop In and the work of CAP in Holy Trinity Church.
- To attend the Job Centre regularly, maintaining referral links and supporting individuals on their journey into work, including writing CVs.
- To be innovative in meeting individual needs, including the signposting of individuals to other ministries and organisations to ensure the provision of holistic support.
- To coordinate a group of drop in volunteers
- 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.	✓	
Experience of supporting/mentoring/walking alongside people	✓	
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 to work with CAP.	✓	
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.	✓	
Experience of working with individuals from marginalised groups who may have experienced trauma.		✓
Good networking skills and able to persuade third party groups to refer clients to the CAP Job Club and Drop In.		✓
Experience of leading and supporting volunteers.		✓
Experience of supporting individuals in need of dealing with employment issues.		✓

**CHRISTIAN, HOLY TRINITY AND CAP COMMITMENT**

Under the 2010 Equality Act, schedule 9, we have a genuine occupational requirement for all employees and volunteers to be practicing Christians.

The postholder must:

- be able to give both verbal assent to, and show practical evidence of, CAP's statement of faith and core values.
- have a strong faith and relationship with Jesus and be able to communicate CAP's Christian purpose to the public.
- be able to commit to a level of regular Sunday attendance, to provide visibility of CAP Debt Centre activity at Holy Trinity Church.
- They must attend CAP training events as required, including National Conferences and Evening working may be needed from time to time.
- As part of our safeguarding process, successful applicants will apply for a basic Disclosure Scotland check.
- Successful applicant will have appointment confirmed by CAP interview after Holy Trinity Church selection is completed.