



Newquay Area Debt Centre Manager

A new Christians Against Poverty Debt Help Centre supporting Newquay and the surrounding area is seeking to appoint a Debt Centre Manager to set up and run the Debt Centre.

Part Time: 16-20 hours a week (depending on candidate)

Permanent Contract

Salary: £27,898 per annum (full time equivalent)

Location: Newquay and surrounding area.

Context

Christians Against Poverty (CAP) has a network of debt help centres throughout the UK, each one run in partnership with a local church or churches. Each of these centres is led by a Debt Centre Manager who is responsible for the successful operation of that centre. The Newquay Area Debt Centre will fall under St Gregory's Church. The objective is to fill a gap in provision and meet an urgent need to help people in financial difficulty in Newquay and the surrounding area within the Church of England area of "Pydar Deanery", an area of 18 Church of England parishes from Porthtowan to Padstow with Newquay at the centre.

Role

Your role as a CAP Debt Centre Manager will be to manage the running of the Debt Centre in partnership with CAP and churches in the area. You will support clients on their journey to becoming debt free through home visits and ongoing support. All of this must be done in a way that positively reflects the Christian faith and the core values of the charity. There may be an opportunity to add other CAP services to the Newquay Area Debt Centre offering such as job clubs and money and life skills coaching, funding and volunteers permitting.

The minimum time commitment is 16 hours per week, comprising four sessions of four consecutive hours, with at least two sessions being within normal working hours of 9am to 5pm, Monday to Friday.

The candidate must have a full UK Driving License and access to their own car and be willing to travel for client visits.

St Gregory's Church will be the employer of this role. Therefore, the role will be line managed by the St Gregory's Church Leader. The Debt Centre Manager will need to maintain good relationships with agencies potentially referring clients and churches across the area providing support. The Centre Manager will work with, be supported by, and participate in meetings of a Steering Committee comprised of partner churches. We also ask that the successful candidate, if not already, regularly attends a partner church.



This role is subject to a probationary period of 6 months.

The full time equivalent salary is £27,898 and will be pro rated, based on a 37 hour full time working week, in line with the number of hours agreed on appointment. St Gregory's will also make an employer's contribution to pension of 8%.

Further detail on the role can be found on the attached CAP job description.

Holidays

22 days holiday pro rata per annum plus 3 days agreed days between Christmas and New Year plus bank holidays.

Occupational Requirement

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010. This will be demonstrated by a commitment to supporting and demonstrating the CAP Statement of Faith and Core Values (document attached).

Safeguarding

As our commitment to Safeguarding, the role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, statutory legislation, and guidance. Candidates will be required to submit a self-disclosure check at interview and the role will be subject to an enhanced DBS check.

To apply for the role

Please send an up-to-date CV (giving addresses of two referees - one personal, one professional) via email to: anna@stgregorys.uk, plus a letter explaining why you are applying and what you can bring to the post.

Deadline for applications: 4pm on Friday 12th April

First interview week (Newquay): w/c 22nd April

Second interview (CAP): 3rd May

For any further information about the role please do not hesitate to contact Anna Mason-Hyde via email anna@stgregorys.uk

Dates (candidates must be available for the CAP training dates):

Start date: w/c 3rd June

Online Training: 5th-16th June and 19th June - 7th July.