

**Vacancies at Suffolk Coastal Debt Centre**

**These are voluntary roles demanding varying levels of commitment. All reasonable expenses are reimbursed. Training and on-going support is provided for all roles and all volunteers need to complete safeguarding training and a DBS check.**

**Debt Coach**

**Background:** to 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.

**Person specification:**  Numerate - comfortable working with a household budget

● The ability and desire to explain the Gospel in a clear, relevant and natural way

● Ability to motivate and inspire people to sign up for our service

● Excellent verbal and written communication skills

● Ability to remain emotionally strong through stressful situations

● Logical, articulate approach to work

● Excellent time and task management

● Good administration skills

● Good IT skills – conﬁdent using Microsoft Word and the internet

● Sincere acceptance and understanding of the Christian purpose of the charity

**Training & on-going support:** this is a key role within the Centre with training and on-going support being provided by CAP. This is likely to include face to face training in CAP’s HQ, Bradford, as well as online and over the telephone.

**Experience:

Essential -** evidence of passion for the poor and evangelism, and outworking of this

**Desirable -** Experience of working with poor and needy people in vulnerable sections of society

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

Because this role can involve working with vulnerable people, you’ll need to have an Enhanced Disclosure and Barring Service (DBS) check. This will be arranged for you.

We ask you to commit to a minimum of two years in this role due to the level of specialised training required and the time it takes to complete.

**Urgency: High**

**CAP Life Skills Manager:**

**Background:** Money impacts all areas of our lives; what we can, or can’t afford, our relationships, what we eat, our health and wellbeing and much more. CAP Life Skills is a friendly group where people gain practical skills that will help them to deal effectively with these pressures.

The Life Skills Manager has responsibility for the oversight of the CAP Life Skills. They take on the Life Skills Coach role, but hold overall responsibility for:

* Staffing
* Publicity & Referrals - we provide support with this through training resources on referrals as well as bespoke press-releases, assisted by CAP’s PR team.
* Admin and scheduling for the group
* Communication between CAP Head Office and the CAP Life Skills at the church.
* Will be asked to take part in regular reviews and will be invited to CAP’s residential staff conferences.

**Person specification:**Ability to build relationships with people seeking help….

* to provide a warm, compassionate and where possible, confidential community.
* to provide an opportunity for people to be brought into a relationship with Jesus Christ.

**Training & on-going support:** Full training is provided by CAP with on-going support from CAP & SCDC.

**Experience:** Some experience of organising & leading groups would be very useful.

**Time commitment:** courses are usually run weekly over 8 consecutive weeks – each session lasting for approximately 5 hours. Several hours will be need in preparation for each course. The number of courses held will depend on the Life Skills Manager but 3 or 4 per year would be reasonable.

**Urgency: Very High**

**Community Links Co-ordinator**

**Background**

The purpose of a Community Links Coordinator is to publicise SCDC to potential referral agencies and press and media, with a view to generating client referrals for the centre. To do this in such a way as positively reflects the core values of SCDC.

**Person specification:**

Good relational skills and confidence in dealing with the press, church leaders, community leaders and government officials.

**Training & on-going support:** Full training is provided and on-going support as a member of the leadership team of SCDC.

**Experience:** none needed

**Time commitment:** an average of 2 hours per week.

**Urgency: Medium to low**

**Fund Raiser Team Member**

**Background:** SCDC is largely funded by grants. The team member will work with others to identify sources of funding and then submit applications.

**Person specification:** a good knowledge of the Debt Centre and the ability to write persuasively.

Reasonable IT skills, particularly with online applications.

**Training & on-going support** will be available, as well as editorial support.

**Experience:** none needed.

**Time commitment:** 2 hours a week on average

**Urgency: Medium**

**Befriender**

**Background**

**A befriender is someone who has a passion for people and lives out what it means to build community.**

Many of our clients’ lives can be a little chaotic and full of fear regarding their situations. Befrienders work closely with the Debt Coaches, accompanying them on visits and focusing on the non-debt related needs of the client, such as:

- Facilitating bringing the client into community

- Identifying hobbies and possible points of social connection

- Introducing the client to other CAP volunteers

- Providing assistance with practical tasks

- Sharing the gospel.

**Person specification**

* Great relationship-building skills
* Non-judgemental and caring
* Passionate about helping people and bringing hope to them.
* Trustworthy in keeping confidential information.
* In agreement with CAP’s core values and statement of faith
* Willing to pray with their CAP team.
* Understands the concept of keeping good boundaries.
* Clearly demonstrates a heart and passion for the charity and the local church.

**Training & on-going support:** You will receive training. You will also receive ongoing support as needed. There will be opportunities to accompany your client to local CAP client events.

**Experience:** None needed

**Time commitment**: initially it is unlikely to be more than a couple of hours a week, but it will depend very much on the circumstances and is within the control of the befriender.

**Urgency: continuous!**

**Strategy Lead**

**Background**

A behind-the-scenes and supportive role to ensure that the people at the sharp end have all the support they need to execute their role to their best of their ability.

* Minute taking and swift distribution of these for our monthly meetings
* Working with the Chair to help run a strategy workshop – possibly biennially – and developing an operational plan from this.
* Working with the Chair and others to think through how best we can be as efficient and effective as possible in our client interaction and funder and supporter engagement.

**Person specification:** someone with good organizational skills and the ability to see the whole picture.

**Training & on-going support:** as part of the leadership team, on-going support is provided.

**Experience:** it would be helpful if you had life experience in a strategic planning roll, perhaps at managerial level.

**Time commitment:** team meetings are held every 3 – 4 weeks and usually last about 2 hours. Particular projects may demand 2 – 3 hours a week; so, realistically, an average of 2 to 3 hours per week in total.

**Urgency: High**