
Job Role Outline: Head of CAP Centre v2

What is CAP?

CAP stands for Christians Against Poverty.

CAP is a Christian charity on a mission to set people across Britain free from a life sentence of debt, poverty and their causes. Their services include Debt Centres, Job Clubs, Fresh Start and Life Skills groups.

CAP operates through local churches, meaning they can offer CAP clients not only expert practical support, but companionship, hope and a chance to hear the gospel.

Role Description

The role of Head of CAP Centre at BCC is successfully leading all activities related to the CAP centre, including client pastoral visitation, follow up and care, and the delivery of all CAP training courses to clients and congregation.

Hours

35 hours a week, spread over Monday to Friday. Within the 35 hours, 2 salaried hours are to be spent at one Sunday service per weekend.

Starting Salary

£26,000

Salaries are reviewed annually. BCC awards salary raises for strong professional performance.

Probationary Period

3 months

Essential Requirements

It is an occupational requirement for the person successful in securing this role that they follow Jesus and have a vibrant Christian faith.

A current driving license and access to a vehicle is also necessary because of the travel around the city that will be required.

Headline Responsibilities

- Launch a CAP Debt Centre at BCC
- Connect with new clients & provide support
- Run Life Skills and other CAP courses
- Manage volunteers
- Organise publicity
- Provide centre administration
- Participate in CAP training

Key Skills and Abilities:

Kindness, clarity, persistence, patience, organised, able to present to groups, able to lead people to Jesus, able to pioneer something new, happy to meet lots of new people