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November 2022

Dear friend

### **CAP Debt Coach**

Thank you for your interest in applying for the post of Cap Dept Coach at Bridge Community Church. As you will have seen from the advert the focus of the post is to have responsibility for CAP Education training, such as the CAP money Course, and carry out work as a CAP debt coach in line with the Partnership Agreement. It will also involve supporting Clients on their journey to becoming debt free and developing and building on existing relationships with our project partners.

I have enclosed

- An application form
- A Job description and Person Specification.

In completing the form, the interviewing panel will be looking for evidence that you have experience in all the essential criteria, and details of how you would hope to address these areas should you be successful. It would be helpful therefore not just to say 'I have been involved in ...' but rather be specific about the situation and, where appropriate, what the outcome was.

The panel will also require evidence or an explanation detailing how you feel you have the essential skills for the post and how you meet the personal qualities we are seeking. Again, illustrations of how you have used those skills and any outcomes would be helpful.

These should be included in the 'Reasons for applying' section and further pages can be added as required. You may also include an up to date and relevant CV if you wish.

The Closing date is **Monday 28<sup>th</sup> November** and interviews will be planned for mid-December.

If you have any further questions, please do not hesitate to contact me.

Thank you once again for your interest.

Yours sincerely

*Dave Kitchen*

Dave Kitchen (HR Manager)

MINISTRY TEAM

Stephen Reilly – Andrew Lancaster – Bawa Leo

## JOB DESCRIPTION

<b>JOB TITLE:</b> <b>Period of Employment:</b>	<b>CAP Debt Coach and BCC other CAP services co-ordinator</b>  <b>Part-Time Hours</b>
<b>BASED AT:</b>	Bridge Community Church – Leeds
<b>SALARY:</b>	£19,00 – £23,000 per annum pro-rata dependant on experience
<b>Hours</b>	16 Hours per week
<b>REPORTING TO:</b>	Debt centre manager
<b>MAIN PURPOSE OF JOB</b>	
To have responsibility for CAP Education training, such as the CAP money Course, and carry out work as a CAP debt coach in line with the Partnership Agreement. Support Clients on their journey to becoming debt free. Develop and build on existing relationships with our project partners.	
<b>KEY RESPONSIBILITIES</b>	
Handle a portfolio of CAP Debt Help clients as their Debt Coach, under the direction of the local CAP Debt Centre Manager.	
Oversee and develop other CAP services at BCC (eg CAP Money)	
Liaise with Clients via email, phone and face to face.	
Liaise with the BCC admin team	
Deliver the CAP money Course in connection with our project partners and BCC.	
Build relationships with external local providers and organisations. Organise outreach events in liaison with the debt centre manager.	

## SPECIFICATION

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>• Passion for seeing individuals debt free.</li> <li>• Business, Financial or debt management experience.</li> <li>• A good standard of education and preferably educated to degree level</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience in Customer Service</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience with using and setting up technical equipment for IT, PA and AV purposes – Delivering Courses</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience with working with the public and professional bodies.</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> </ul>
<ul style="list-style-type: none"> <li>• Experience in Administration and working with established systems.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
Skills	Essential	Desirable
<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to understand financial information and comfortable working with budgets and explaining them to other</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to work with the public at all levels</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to manage conflicting and busy workload</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<ul style="list-style-type: none"> <li>• Familiarity with current desktop computer applications for word processing, design layout programmes, database, email, and Internet browsing.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work to tight deadlines and ensure delivery of results.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work collaboratively with other team members</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	

Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> <li>Self motivated and able to work on own initiatives (self starter)</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Enthusiastic and positive approach</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A practicing Christian confident in sharing your faith with others</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Comfortable praying with and for others</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Pleasant personality and well presented</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to represent the Church at all levels.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to work within the ethos and values of the Church</li> </ul>	✓	
<b>Other</b>		
<ul style="list-style-type: none"> <li>Driving License and access to a car is essential as the role will require local travel to visit clients</li> </ul>	✓	

Ref: CAP Rep