



## **Didcot and Wallingford Area CAP Debt Centre Manager**

Thank you for your interest in the vacancy of Centre Manager for the **Didcot and Wallingford Area (DAWA) CAP Debt Centre**. The attached Job Description and Ethos Statement provide more information about the role and CAP as a charitable Christian organisation.

The DAWA CAP Debt Centre is looking to employ someone who feels called to this amazing evangelistic ministry, and anticipate that the role will focus particularly on developing work in the Wallingford area as well as leading the overall management of the Debt Centre under the direction of the Trustees. This is a part-time paid role for 16 hours per week ideally starting in October 2024, to coincide with CAP training. The starting salary offered is £30,128 pro-rata (£13,028 for 16 hrs /week).

As DAWA CAP is a partnership between CAP and 7 local partner churches (see below), it is essential that you are a member, regular worshipper, or looking to commit to one of these 7 churches.

As CAP Debt Centre Manager and Debt Coach, you will work with CAP Head Office and our local Trustees to lead the work of the DAWA CAP Debt Centre. You will support local clients to engage with and implement the advice of the FCA regulated debt advisors (all based at Head Office). This will involve working with IT systems, budgeting information, and lots of paperwork! You will support clients to gather information, make telephone calls to other professional organisations, engage with and implement the advice given from Head Office, and to keep going through often difficult circumstances. You will be an encourager and an excellent listener, and be prepared to signpost clients to other sources of support and services as required. You will manage both a small staff team and a team of volunteers – recruited from the local churches – who befriend our clients, offering ongoing friendship and support throughout their journey out of debt. You will also be involved in promoting the service – both within the partner churches and to referrers in the local area as well as the general public.

To apply for this position, please send your full CV and Covering Letter to [suebright@capuk.org](mailto:suebright@capuk.org) by 6.00pm on 10<sup>th</sup> June. Your covering letter should explain why you feel called to this position, what strengths and qualities you have for the position and the areas where you feel you would need training and support. Please also provide the names and contact details of two referees, including where applicable, your current or last employer, as well as a current church leader.

Following receipt of applications, shortlisted candidates will be asked to attend an initial face-to-face interview. Please provide us with the best contact details (e.g. mobile number) for you to be reached to arrange your interview if you are short-listed.

Our preferred candidate will also need to then submit an application form to CAP Head Office and attend a second stage interview led by CAP.

Full training will be provided by CAP Head Office for the successful applicant – we anticipate that this will be predominantly online training, commencing on 4<sup>th</sup> November.

We look forward to receiving and prayerfully considering your application. If you have any further questions about the role, please contact Sue (tel 07741 472182).

*Didcot and Wallingford Area CAP Debt Centre Trustees*

*Partner Churches: All Saints Chilton, Didcot Baptist Church, The King's Church, Ridgeway Community Church (Didcot and Wallingford), St Mary's Cholsey, St Matthew's Harwell, Wallingford Baptist Church*



### **CAP's core values**

Serve the poor  
Save the lost  
With the Church  
Across the nation

### **CAP's cultural values**

We are Christ-centred and generous  
We are passionate and united  
We are compassionate and fun  
We are professional and risk-taking

### **CAP's Statement of Faith**

We believe in one God who is eternal and He created all things. We believe in the Trinity of God the father, God the son and God the Holy Spirit. He is totally loving and completely holy.

We believe that sin has separated each of us from God and His purpose for our lives and that Jesus Christ is the only one who can reconcile us to God. Jesus lived a sinless and exemplary life, died on the cross in our place, and rose again to prove His victory and empower us for life.

We believe that in order to receive forgiveness we must repent of our sins, believe in Jesus Christ, and commit to live by God's will for our lives. Through that process, we will gain eternal life with God.

We believe that the Bible is God's word and that it is applicable to our everyday lives. We believe that God has equipped us through the power and gifts of the Holy Spirit so we can achieve His purpose for our lives. That purpose is to worship Him, fulfil our role in the Church and serve the community in which we live.

We believe that God wants to transform us so that we can live generous lives in order to help others.

We believe that the Lord Jesus Christ will one day return in power and glory.