



Newquay Area Debt Centre Manager

We're looking for a motivated, enthusiastic, and hard-working individual to set up a Debt Centre, to fill a gap in provision and meet an urgent need to help people in financial difficulty in Newquay and the surrounding area.

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

We are partnering with Christians Against Poverty (CAP) to offer their award-winning Debt Help service to individuals and families in the Newquay Area. CAP is a national charity working through local churches, delivering hope, support, and practical solutions for thousands of people across the UK affected by poverty and its associated causes.

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 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.

The centre is being set up by the "Pydar Deanery", a collection of 18 Church of England parishes from Porthtowan to Padstow, and St Gregory's. The Debt Centre Manager will be employed by St Gregory's Church and will have the support of all the partner churches in the area.

Role

The role of the Debt Centre Manager is to administer, promote, network, lead and inspire on CAP Debt Help at a local level. This will include communicating CAP's debt advice to clients, engaging with external referral agencies, recruiting, and training volunteers, and liaising with church partners.

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 Debt Centre Manager will need to maintain good relationships with agencies potentially referring clients and churches across the area providing support.

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 Centre Manager will work with, be supported by, and participate in meetings of a Steering Committee comprised of partner churches. It would



be highly desirable for the successful candidate, if not already, to regularly attend a partner church.

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

The full-time equivalent salary is £27,898 (based on 37 hours a week) and will be pro-rated 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

25 days holiday pro rata per annum of which there will be 3 agreed office closure 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 6th September

First interview week (Newquay): w/c 9th September

Second interview (CAP): 4th October

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 4th November

Online Training: 16 hours per week from 6th November til 8th December