

# Job Description: Debt Coach

<b>Contract:</b>	Permanent
<b>Hours:</b>	17.5 hours per week
<b>Holiday:</b>	25 days and bank holidays pro rata, per annum,
<b>Pay:</b>	Grade 10 (FTE 1: 37.5hrs), £11.06 per hour
<b>Line Manager:</b>	Jayne Franklin, Debt Centre Manager, Network Church Sheffield (NCS)
<b>Accountable to:</b>	Alan Ward, Baptist Minister, St.Thomas Crookes (STC)
<b>Employer:</b>	The Philadelphia Network Limited
<b>Usual place of work:</b>	Various locations in Sheffield including NCS & STC sites.

**Purpose and Context of Role:** The purpose of this role is to increase the debt advice provision and missional activities run by NCS by serving and working as part of the Sheffield Debt Centre. However, this increase in provision and missional activity is to have particular focus and alignment with STC's vision of expanding its support for vulnerable and disadvantaged people in its ministries. The role involves delivering debt advice under the guidance of external agencies, recruiting, training and supporting volunteers with a focus on increasing volunteering from STC in this area, and communicating regularly with STC and other relevant parties about the work to ensure ownership of the project. Alongside offering prayer, Christian witness and discipleship wherever appropriate. The intention is for this Debt Coach to be allocated clients based in S10 and S11.

This role is STC financed, with a focus on expanding work there, whilst being an integral part of the Sheffield Debt Centre. Consequently, the role will further progress the long standing partnership between both churches in the delivery of the Crookes Foodbank.

**Time Commitment:** 17.5 hours per week over 2.5 days, normally between 9am – 5pm Monday to Friday. These hours may be worked flexibly but should include some core time for pre-arranged clients visits and supervision. There will be time based at both NCS & STC sites. Some evening and weekend working is expected.

## Key responsibilities:

- To positively promote the Christian faith in line with the objectives of NCS and STC.
- To become trained and proficient in debt provision (training and support provided). So as to be part of a team offering a high quality debt advice service.
- To handle budgeting plans and communicate a range of financial data to beneficiaries.
- To publicise the debt provision service in such a way that it is made available to the widest possible section of society and attracts beneficiaries. This will also involve contributing to developing links with relevant referral agencies so as to provide a service working in conjunction with as many relevant agencies as possible. This role does not include taking responsibility for creating referral pathways but to be a team player in terms of developing links in line with the Sheffield Debt Centre Strategy.
- To promote the work within STC, encouraging volunteers to become involved in the many aspects of the work (Support Team, Prayer Team, financial support, etc.) and ensure STC has ownership of the project.

- To visit beneficiaries in their own homes and/or communicating by telephone to explain the service in a way that encourages and supports beneficiaries to take, and continue taking, steps towards become debt free. Mobility is essential (to enable home visits) so having a car and full licence is a requirement of this post.
- To be part of a team that delivers the debt advice to the beneficiaries in line with processes and procedures including attending team meetings, case discussions, prayer meetings and any other management guidance.
- Where necessary, to accompany beneficiaries to court, jobcentres and other official appointments in order to provide appropriate personal support as required to their specific situation.
- With support from the Debt Centre Manager and team to manage your own caseload and operational tasks, such as monthly reports, reviews etc.
- To recruit, develop and oversee a STC based team of volunteers
- To contribute to “More Than” activities at S6 Foodbanks in particular those sites overseen by STC.
- To create and develop a ‘discipleship pathway’ for those clients wanting to find out more about Jesus and Christianity.
- To uphold STC’s vision, values and culture.
- To uphold NCS’s vision, values and culture.
- To attend all conferences, training and other such events as requested.

#### **HR / General Policy Matters:**

- The job holder will be line managed by Jayne Franklin from NCS but will be accountable to Alan Ward from STC regarding STC staff team involvement.
- Holidays will be agreed with STC
- Personal Expenses (e.g. refreshments with CAP clients, mileage) will be claimed from NCS as per their Expenses policy. These are covered by STC as per the Debt Partnership Agreement.

#### **Other**

- This job description reflects the key responsibilities of the role, but these may vary over time according to the needs of the organisation, and you may be asked to undertake any task that is reasonable and in keeping with the role and your skills/experience.
- Under the employer’s Adult Safeguarding Policies, before any appointment is made you will need to disclose any previous convictions, complete an enhanced DBS check, provide references and satisfy the other requirements of the policy. Further details will be provided on request.

#### **Occupational Requirement:**

- This post is subject to an Occupational Requirement under the provisions made in the Equality Act 2010 that the post holder is a Christian and has an active faith in Jesus.
- The successful candidate must be in agreement with the vision and values of STC and preferably be an active member of STC.

**Person Specification**  
**Debt Coach**

<b>1. Attainments/Qualification</b>		<b>How tested – Application (A), Interview (I), References (R)</b>
<p><b>Essential</b>            Good standard of general education.            High level of literacy and numeracy.</p>	<p><b>Desirable</b></p>	<p>A, I, R</p>
<b>2. Skills</b>		
<p><b>Essential</b></p> <p>Excellent interpersonal, communication and written skills.</p> <p>Ability to build rapport with clients, volunteers and other professionals.</p> <p>Ability to evaluate situations and apply sound judgement.</p> <p>Time management skills</p> <p>Ability to explain the Christian faith in a relevant and natural way, so that people are inspired to follow the Christian faith.</p> <p>Ability to motivate and inspire people to sign up for the CAP service.</p> <p>Emotional resilience to cope with stressful situations.</p> <p>Good administration skills.</p> <p>Good IT skills – confident using Microsoft Word and the Internet.</p>	<p><b>Desirable</b></p> <p>Logical, articulate approach to work.</p>	<p>A, I, R</p> <p>A, I</p> <p>A, I, R</p> <p>A, I</p> <p>A, I</p> <p>A, I, R</p> <p>A, I</p> <p>A, I, R</p> <p>A, I</p> <p>A, I</p>

<b>3. Knowledge/Experience</b>		
<b>Essential</b>	<b>Desirable</b>	
Experience of working with people in a supportive / caring context.		A, I
	Experience of working with the poor and people in need across society.	A, I
Experience of getting alongside new Christians to disciple them.		A, I
	Experience of multi-agency working.	A, I
Experience of working both on own initiative and as part of a team		A, I
	Knowledge of current benefits system and recent changes.	A, I
	Recent experience of reaching out to individuals and sharing the Christian faith with them in such a way that people have then chosen to follow the Christian faith.	A, I
<b>4. Personal qualities</b>		
A thorough, balanced and mature Christian faith, which is aligned with the theological position of the Evangelical Alliance and based on personal experience as a follower of Jesus Christ.		A, I
	Creative.	A, I
Commitment to evangelism.		A, I, R
Self-motivated and confident.		A, I
Team player.		A, I, R
Ability to work on own initiative.		A, I
Non-judgemental.		A, I, R
Open and friendly.		A, I, R

The above job description is a guide to the work that may be required but does not form part of a contract of employment and may change from time to time to reflect changing circumstances.

**Application Process:**

For further information about the role:  
E-mail: [Becca.staniforth@stcsheffield.org](mailto:Becca.staniforth@stcsheffield.org)  
Tel: 0114 2671090  
Or visit: [www.stcsheffield.org/jobs](http://www.stcsheffield.org/jobs)

To apply e-mail your completed application form to [becca.staniforth@stcsheffield.org](mailto:becca.staniforth@stcsheffield.org)  
Please note that C.V.s and covering letters will not be considered. Please complete an application form.

**Deadline for applications:** 20<sup>th</sup> December 2021 at 10am

**Interview date:** Early January 2022

Offers are made subject to evidence of your eligibility to work in the UK, two satisfactory references & DBS check.

If an offer is made and accepted, you will then receive a Contract and Staff Handbook, which will provide information on our policies and procedures.