

# CAP Life Skills Manager

Tackling UK poverty through the Church



## Welcome

Thank you so much for considering joining us as a CAP Life Skills Manager. This is your opportunity to be part of a rapidly growing movement of people who are working together to tackle one of the biggest social problems facing us today. We're so excited for you to join the family!

## Who are we?

We're on a mission to set people in our nation free from a life sentence of debt, poverty and their causes. Our 618 services, including Debt Centres, Job Clubs and Life Skills groups, are all run in partnership with local churches, meaning we can offer our clients not only expert practical support, but companionship, hope and a chance to hear the gospel too.

## CAP Life Skills

All CAP's services are run in partnership with local churches to engage and support people in their communities. CAP Life Skills groups are designed to help members gain confidence and decision making skills to survive life on a low income, as well as offering them the opportunity to hear the gospel.

## Role

Your role as a CAP Life Skills Manager will be to coordinate the set up and running of the Life Skills group in partnership with CAP and your church. You will lead sessions and support members as they work through the course materials. All of this must be done in a way that positively reflects the Christian faith and the core values of the charity.

The minimum time commitment is six to eight hours per week, comprised of CAP Life Skills opening hours and some additional time for preparation, publicity and admin.

Because this role can involve working with vulnerable people, you'll need to have a Disclosure and Barring Service (DBS) check. Your church will need to apply for and fund a Basic Disclosure for you.

**Please note, as part of this role, we ask that you have access to the internet and an active email address.**



## Accountabilities

- To take a lead in running all three elements of CAP Life Skills: Course, Community and Coaching
- To coordinate the weekly running of CAP Life Skills. We recommend you run the course in a termly cycle, but we recognise that you may need to adapt this to fit your church's cycle of events and availability of facilities.
- To support members as they aim to reach their targets and complete modules
- To intentionally demonstrate and promote the Christian gospel with members
- To participate in all initial and ongoing training required by CAP, in order to offer the best service possible
- To manage all elements of CAP Life Skills, including local volunteers and all central operational tasks, such as using the IT system provided and reviews
- To promote the work of CAP within your church
- To promote the work of CAP to friends, families and contacts to increase support and awareness of the charity – this includes encouraging support through the CAP Life Changer programme

# Person

This bit's just the facts and formalities – excuse us for going all official on you! It's basically a breakdown of what you'll need to ace this role.

## Experience

### Essential

- Evidence of passion for the poor and evangelism, and outworking of this

### Desirable

- Experience of mentoring or coaching
- Experience of leading a small group or project

## Skills / Abilities

We know this is quite a list, but if you can tick off a few you're off to a strong start!

- The ability and desire to explain the gospel in a clear, relevant and natural way
- A compassionate, friendly, relational person who is able to lead and motivate others
- Excellent communication skills, in groups and in one-to-one environments
- Good time and task management
- Enjoys relationship building
- Ability to develop strengths, skills and motivation in others
- Experience of working both on your own and as part of a team
- Experience of working with a wide variety of people (beneficial to have experience of working with people on a low income)
- High emotional intelligence and understanding of the human factors involved in the role



## At our core, we're:

- Passionate and compassionate: We do what we do because we care deeply about seeing people released from debt, poverty and their causes
- Excellent and generous: We go above and beyond for our clients
- Courageous: Who wants to settle for the same old when we can push for bigger and better?
- Fun and united: We're one big CAP family!
- Christ-centred: We know none of this would be possible without Jesus

## Christian commitment

- Must be able to give both verbal assent to and practical demonstration of Christians Against Poverty's Statement of Faith and Core Values
- Must be able to actively take part in prayer and worship, whether individual, in a small group or corporately, as an expression of own personal faith and in line with CAP's Statement of Faith