

JOB PACK

CHRISTIANS AGAINST POVERTY (CAP)

DEBT CENTRE MANAGER



About St Luke's

St Luke's is an Anglican parish church in the Bank Top area of Blackburn, Lancashire, which is one of the economically poorest areas of the town. The church has received significant investment through the Diocese of Blackburn and has built a new church hall, renovated the church building, and established a thriving Christian community. The team at St Luke's is led by Jason Gardner (Vicar) and Rachel Gardner (Youth Resourcing Lead), alongside a Curate and 5 other staff to bring about a new chapter for St Luke's and the local community.

The mission of St Luke's encapsulates the core of what we're seeking to replicate within our immediate context and across Lancashire:

'Inspiring people to follow Jesus and to love God, love God's family and serve God's world.'

St Luke's is an enthusiastic, fast paced, and fun working environment where we seek to encourage and offer compassion in everything we do. We are looking for ambitious, faith-filled, enthusiastic individuals to join us on our journey and be part of St Luke's staff team.

About Christians Against Poverty (CAP)

Christians Against Poverty (CAP) has been working since 1996 to enable tens of thousands of families and individuals break free from debt and poverty. It works through hundreds of staff members across the UK, and hundreds of churches delivering its services, so that people in desperate need can discover life-changing freedom and hope every day.

While the Debt Centre manager will be employed and funded by St Luke's, working in partnership with other churches in Blackburn and Darwen, they will work closely with Christians Against Poverty Head Office to help local people become debt free. The Blackburn CAP Debt Centre Manager and volunteers will work in accordance with CAP's training, policies and procedures, and CAP Head Office will do all of the negotiation with creditors on behalf of Blackburn CAP Debt Centre clients.

About Blackburn CAP Debt Centre

Historically, a very successful CAP Debt Centre was run from another church in Blackburn but this closed in Spring 2024. St Luke's are now re-opening the centre in order to provide comprehensive, face-to-face support for those trapped in debt across Blackburn with Darwen. Whilst this role is being run from St Luke's, the Centre will serve the whole of Blackburn and Darwen.

CAP Debt Centre Manager – Job Description

Role purpose

Your role as the CAP Debt Centre Manager will be to set up and manage the running of the Blackburn and Darwen Debt Centre at St Luke's in partnership with CAP. 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.

The minimum time commitment is 16 hours per week, though as grant funding is secured we would hope the role can expand to have a greater impact.

Because this role can involve working with vulnerable people, you'll need to have an Enhanced Disclosure and Barring Service (DBS) check.

The CAP Debt Centre has secured funding for the first 12 months and has plans in progress for the next 2 years.

Initially, this role will build up a caseload at the rate of 2 new households per month. As funding allows, we expect the centre to grow and serve more clients.

Role profile

Job title: CAP Debt Centre Manager

Reports to: Andy Foot, Operations Manager, St Luke's Church

Location: St Luke's Church, Bank Top, Blackburn, BB2 1TA

Diversity: St Luke's believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic backgrounds.

Special conditions of employment: As a faith-based organisation and a place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to be sympathetic to these beliefs and work actively to support our ministry and vision.

Salary: £12.60 per hour for 16 hours per week, equivalent to £10,483.20 per year

Working days/hours: Part-Time - 16 hours per week, comprising four sessions of four consecutive hours, with at least two sessions being within normal working hours of 9am to 5pm, Monday to Friday. The working pattern can be discussed and agreed upon appointment.

Annual leave: 25 days per annum pro-rata plus bank holidays

Probation period: The role will be subject to completion of a satisfactory 3-month probationary period; appraisals will take place annually thereafter.

Safeguarding: St Luke's church is committed to Safeguarding and promoting the welfare of children, young people, and vulnerable adults. All post holders and volunteers are expected to share this commitment and undertake the CAP and Diocesan Safeguarding training.

Pension: There will be a pension scheme available with an employer contribution of 10%.

Pre-employment checks: Appointment to the role will be subject to receipt of two satisfactory references, eligibility to work in the UK, DBS checks, and completion of an occupational health check/survey.

Key responsibilities

To manage all elements of the Debt Centre including recruiting and managing volunteers, managing the caseload, and all central operational tasks (such as monthly reports and reviews)

To visit clients in their homes and to explain the CAP service

To be part of a team that delivers the debt advice to the client

To oversee the provision of holistic support to our clients, for example, accompanying clients to Court for issues relating to their debt situation, accompanying on medical appointments or helping with shopping

To publicise the CAP Debt Centre, developing links with relevant referral agencies

To promote the work within local churches to encourage volunteers to become involved in the many aspects of the work (Support team, Prayer team, financial support etc)

To provide feedback to partner churches and assist with partnership governance arrangements

To positively promote the Christian faith to clients, in line with the objectives of CAP

To take part in all initial and ongoing training to offer the best service possible

To engage in fundraising for the Debt Centre to secure the Centre's continuing work

CAP Debt Centre Manager – Person Specification

The following are essential criteria that we expect any candidate to demonstrate:

Criteria	How this will be assessed
Committed Christian exhibiting devotion to prayer and evangelism, and a passion for bringing freedom from debt	Application and interview

Great written and verbal communication skills, and able to quickly develop positive working relationships	Application and interview
Comfortable working with numbers, able to effectively work with and understand a household budget	Application and interview
Ability to use IT to communicate with clients and professionals, and to manage case loads.	Application and interview
Ability to manage and prioritise workload	Application and interview
Ability to maintain client confidentiality	Application and interview
Have transport to travel to clients' homes in a 5 mile radius	Application

The following are desirable criteria. Don't worry if you can't demonstrate all of these, but being able to demonstrate some of these will be a great start:

Criteria	How this will be assessed
Experience of successfully leading and motivating a team of volunteers	Application and interview
Experience of leading a partnership of different organisations	Application
Experience of working with other agencies	Application and interview
Experience of marketing and promotion to get engagement from a local community / churches	Application and interview
Experience of fundraising	Application and interview
Understanding of safeguarding	Application

How to apply

Thank you for taking the time to read this job advert; we would love you to apply to join our team.

To apply, please complete the application form and a covering letter explaining why you have applied and setting out the skills and experience you will bring to the role. Please also complete the Confidential Declaration Form. Please then send these to our Operations Manager, Andy Foot, at andy@welcometoslukes.org

If you would like an informal conversation about this post, please contact Jonathan English on treasurer@welcometoslukes.org

The deadline for applications is Monday 8th September 2025.