



JOB ADVERT:

Debt Advice Centre Manager Job Description & Person Specification

Role Title: Centre Manager

Terms: Voluntary or 32,500 pro rata (£6,500 p.a.)
2 years fixed term.

Hours: Flexible 7 hours a week
(Inc. Wednesdays)

Location: St Mary's Church & Community Centre,
Bramall Lane, Sheffield

Application deadline: 23rd June 2023 5pm

Interview date: 5th July 2023(TBC) in person

Principal purpose: To manage and oversee the work of Community Money Advice St Mary's (CMA St Mary's) day-to-day, as part of the wider vision of St Mary's.

Background.

Established in 2021 to provide an in-person debt advice service to individuals accessing St Mary's Community Centre. There are three volunteer debt advisors who run the service. To develop there is a need for a Debt Centre Manager to oversee the work of the project and ensure it is compliant with the FCA and CMA processes' and policies. The Manager will also be expected to provide case work support and audit the existing work of the Debt Advisors.

We are looking to appoint someone either in a paid or volunteer capacity. The Debt Centre currently operates on a Wednesday so it would be expected that the Manager would be able to be available on Wednesday's to fulfil this role.

Skills

- Complete a MaPS accredited training to Advice Level I: CMA Parts 1, 2, 3 & 4 (or be willing to be trained)
- Be a Debt Relief Order intermediary (or be willing to be trained).
- You will hold a professional qualification or proven experience in a social welfare capacity

For a full Job Description and Application Form please contact: Sharon.Gill@stmarys-church.co.uk