

Erith and Thamesmead Debt Centre

is looking to appoint a

VOLUNTEER CENTRE MANAGER

(2.5 days a week)

Erith and Thamesmead Debt Centre is a Christian debt centre affiliated to Christians Against Poverty (CAP). It was set up 18 months ago to support people struggling with unmanageable debt in the area in and around Erith and Thamesmead in South East London.

Working with an existing team of volunteers, the Centre Manager will be responsible for managing and expanding that team and raising awareness of the Centre within the local community.

The post is a voluntary one and so is not remunerated. However, full training will be provided and expenses reimbursed. Working hours are negotiable, though it is expected that the successful candidate will be available to carry out the role during normal office hours on weekdays.

We are looking for someone who is

- A friendly and flexible team leader
- Committed to the Christian ideals of the Centre
- Has good administrative and IT skills
- Is self-motivated with a desire to make something of the role
- Is confident using social media and other avenues to promote the Centre

Applicants are asked to send an up to date CV plus a personal statement of up to 500 words to Sam Hazeldine, one of our trustees. Please add contact details for a referee who is a local church minister to your email with subject **E & T DC** addressed to samantha.hazeldine@cabinetoffice.gov.uk

The closing date for applications is 30 June 2017 and interviews for shortlisted candidates will take place in early July.

The post is subject to an enhanced DBS check.

Information about the work and vision of CAP can be found at www.cap.uk.org