



## St Michael le Belfrey Church

### Role Description

<b>Role Title</b>	CAP Befriender
<b>Department</b>	CAP Debt Centre
<b>Accountable to</b>	CAP Debt Centre Manager
<b>Working Hours</b>	As agreed with the Debt Centre Manager
<b>Expenses</b>	Expenses will be paid in line with the relevant policy

#### Role Purpose

To enhance support offered to CAP Debt Centre Clients to facilitate their journey out of debt, through helping during CAP appointments at clients' homes and offering other support as appropriate, according to role boundaries, the befriender's own skills and availability, the client's situation and the guidance of the Holy Spirit.

#### Main Duties & Responsibilities

1. Accompanying Debt Coach on visits (for each client a minimum of 3 x 2-hour long visits around a month apart - all dates and times agreed with the post-holder)
2. Building a good relationship with each client, offering verbal encouragement, helping build the client's confidence and their commitment to engage with the support available to them
3. Praying for clients in the post-holder's own time
4. Completing relevant initial and on-going training
5. Encouraging others to engage with CAP as clients or volunteers
6. Assisting Debt Coach with other tasks during or outside visits as agreed, for example:
  - + Calling organisations/agencies/utility providers to find out about existing debts;
  - + Checking if clients have written down relevant information (helping to do that if needed), e.g. documents required, dates of visits, information to check
  - + Providing support with collecting and sorting through paperwork
  - + Helping with children during visits;
  - + Leading prayer with clients;
  - + Sharing the gospel verbally (when appropriate)

- + Signposting clients to specialist support or offering support oneself if appropriate;
- + Identifying clients' hobbies/interests and possible points of social connection;
- + Facilitating bringing clients into community - whether church or local;
- + Providing clients' assistance with other practical tasks according to their needs.

### **Personal attributes**

- Non-judgmental, loving attitude
- Passionate about helping and encouraging people as well as bringing hope to their lives
- Trustworthy in keeping confidential information
- "Rooted" in Christ and prayer and willing to pray with others
- Open and willing to share one's own testimony
- Able to understand and apply the concept of keeping good boundaries
- Open and committed to working with others
- Willing to look at different situations as opportunities to bring out the potential of a client, oneself, the CAP Debt service and the church
- Able to shape one's own role according to clients' needs as well as one's own abilities and the guidance of the Holy Spirit
- Willing and able to take the initiative in conducting conversations, including about sensitive issues

### **Terms & Conditions**

The post-holder is required to:

- undertake safeguarding training as well as a DBS check
- participate from time to time in training and team-building activities relevant to their role
- operate within strict confidentiality guidelines
- declare any conflicts of interest in relation to work with specific clients
- comply with IT and social media guidelines.