



# Emmanuel Community



**St Andrews Radcliffe  
with Emmanuel Community  
CAP Job Club Coach**

## **Application Pack**

Thank you so much for considering joining us as a CAP Job Club Coach. This is your opportunity to join 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!

## **CAP Job Clubs**

All CAP's services are run through local churches to engage and support people in their communities. CAP Job Clubs are designed to help job seekers find work, as well as offering them the opportunity to hear the Gospel. Members are given the tools, skills and confidence to step back into employment through a combination of practical and emotional support – that's why the Department of Work and Pensions highly recommends our service.

Our Job Club will run weekly up to 44 weeks of the year, where we will provide a Drop-in for members and run the 'Steps to Employment' course. There will also be occasional fund-raising or evangelistic events during the year. When the drop-In and courses are not allowed to meet physically due to government guidelines we will put our services on line as much as we are able to.

## **Role**

Your role as a CAP Job Club Coach will be to assist and support the CAP Job Club Manager in the set up and running of the group. You will directly train, support and encourage job seekers and help them to find appropriate employment. All of this must be done in a way that positively reflects the Christian faith and the core values of the charity.

You'll usually decide your minimum time commitment with the CAP Job Club Manager, but we are suggesting our Job Club Coach works an average of 3.5 hours a week.

As well as the Job Club Drop-In sessions and helping with running the course, we would like our Job Club Coach to come along to occasional social or evangelistic events

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 support the CAP Job Club Manager in the weekly running of all three elements of the job club (Course, Community and Coaching) according to the structure defined at training
- To intentionally demonstrate and promote the Christian gospel with members
- To participate in all initial and ongoing training in order to offer the best service possible
- 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

## 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. Helping the members and volunteers to feel welcome, comfortable and not judged in any way.
- 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

## Christian Commitment

- To have an active personal faith in Jesus and be comfortable sharing your faith.
- To be able to actively take part in prayer and worship.

## Terms and Conditions

- You will be employed by St Andrews PCC.
- You will be employed to work 3.5 hours per week at £10 per hour for 44 weeks in the year.
- Start date: January 2021
- Location: Our Job Club location is to be confirmed but we are hoping it will be based at Radcliffe Primary School. Coronation Rd, Radcliffe, M26 3RD.

## How to Apply

- Please complete the application form provided

### Applications should be sent to by email (preferably) or post to:

- The Rev Jo McKee,  
St Andrews Vicarage,  
St Andrew's View  
Radcliffe,  
Manchester  
M26 4HE
- [revjomckee@outlook.com](mailto:revjomckee@outlook.com)

## Referees

- Please give names of two persons to whom reference can be made, please include a character reference, and one regarding your work within the church, volunteer work or paid work.

**The closing date is Friday 11<sup>th</sup> December at 4pm.**

**Interviews will be the week beginning Thursday 17th December.**

## APPLICATION FOR EMPLOYMENT

This application is private and confidential

**Application for the post of:** CAP Job Coach

**Completed applications must be received by:** Monday 4<sup>th</sup> January by 4pm

**Please complete and return to:** revjomckee@outlook.com

Personal Details:	<b>Part A</b>
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Family Name (BLOCK CAPITALS)		Other Names in full
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Permanent Address:	Phone number (daytime)
	Phone number (evening)
	email:

Please give names of two persons to whom reference can be made, please include a character reference, and one regarding your work within the church, volunteer work or paid work. (Please obtain their permission. Please indicate the relationship / capacity in which they are known to you)

Name: Address: Relationship:
Name: Address: Relationship:

**EDUCATIONAL AND TRAINING DETAILS**

**Part B**

Secondary Schools attended	from	to	Details of subjects and Examination results

University/College (and other Further Education)	from	to	Details of examination results and qualifications held

Membership of professional bodies
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**EMPLOYMENT DETAILS**

**PART C**

**PRESENT AND PREVIOUS APPOINTMENTS**

Starting with your present appointment, please state what you have done in the course of your career, *in reverse chronological order*

Dates		Name and address of Employer	Position Held	Brief description of Responsibilities	Reasons for Leaving

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

**PART D**

Give reasons why you think you would be suitable for this post

**PART D (cont)**

Please give details of voluntary work of relevance to this application, including any within the Church

**Rehabilitation of Offenders Act**

Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become 'spent'. However, if this post is declared **exempt** from the above Act, **ALL** convictions and any cautions or bind-overs must be declared and cannot be regarded as 'spent'.

Have you ever been convicted of a criminal offence that is not spent Yes/ No

Do you have any criminal charges or summonses pending against you Yes/ No

Having a criminal record will not necessarily bar you from working with us.



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I confirm that the information supplied by me, to the best of my knowledge and belief, is correct and accurate. I agree to the information being processed in accordance with the Data Protection Act.

Signed.....

Date.....