



**Roman Catholic  
Diocese of East Anglia  
Youth Service**

21 Ugate, Poringland,  
Norwich, NR14 7SH

**Email:** [igniteteam@rcdea.org.uk](mailto:igniteteam@rcdea.org.uk)

**Tel:** 01508 486236



Dear Applicant,

Thank you for your interest in applying to be part of the Ignite Team. Enclosed you will find further information and the application form; please return this to the above address either by email or post.

If you find that you don't have enough space on the page to answer any of the questions please just continue on a separate document/piece of paper. Say a prayer whenever you begin and if you have any queries about the application process just let us know!

We welcome applications all year round for joining the team, however, the deadline for application forms to be received is by the **30<sup>th</sup> of July 2018** though we may be still willing to accept people after this point in certain circumstances. But please return the application form at your earliest convenience, as we are limited to the number of people we can take.

On receiving your application form we will contact you to arrange an interview, either by skype or in person. If you have any questions, please don't hesitate to email me or phone me directly on 07769315031.

We look forward to receiving your application.

Yours sincerely,

Catherine Williams

*Ignite Team Leader*



# Diocese of East Anglia

## Ignite Team Applicant Information

<b>Job Title</b>	Ignite Team Member
<b>Department</b>	Diocesan Youth Service
<b>Reports to</b>	Ignite Team Leader
<b>Remuneration</b>	Full board and lodging will be provided including council tax and all utility bills (except personal phone bill). In addition, an allowance of £200 per month will be provided.  If you are under 25, you can also apply for a grant from the Catenians who often support young people in this type of work.
<b>Commencing</b>	The year of ministry will commence with training in September 2018 and will finish in July 2019. For precise dates please contact us.

This is an exciting opportunity for young people aged 18 – 30\* to be part of East Anglia's Diocesan Youth Ministry Team: Ignite. Together with the Ignite Team Leader, the team's chaplain and the rest of the team you will be living as a community for the duration of the year.

After an initial 5 – 6 weeks of training and formation, you will be working in schools and parishes throughout East Anglia sharing the Gospel Message in a dynamic and relevant way. Further training and formation will be ongoing throughout the year.

The Ignite Team will work closely with and be supported by the Diocesan Director of Youth Services and the Ignite Team Chaplain.

If you have any questions, please don't hesitate to contact the Ignite Team Leader, Catherine Williams, Tel. 07769315031.

Email: [igniteteam@rcdea.org.uk](mailto:igniteteam@rcdea.org.uk)

\*This post is covered by a genuine occupational requirement under the Employment Equality Regulations (2003), relating to age and religion.

## **ROLE DESCRIPTION**

- 1) To assist in the planning and delivery of youth outreach activities such as primary and secondary school retreats & missions, working in parishes and at Diocesan events such as the Ignite Festival. You will also work closely with the volunteer team 'Ignite Lite,' especially in assisting with the deliverance of training weekends for the group.
- 2) To assist in the creation of resources and materials for outreach.
- 3) To use and develop your skills and interests in the delivery of the above activities and resources. These may include: drama, music, graphic design, giving presentations/talks, audio and video production.
- 4) To assist in maintaining the online presence of the Ignite Team through the Ignite website and social media.
- 5) To engage fully in training, development and spiritual formation.
- 6) To be willing to live as a community – praying, sharing meals and spending social time together to develop good working relationships.
- 7) To be willing to grow in your prayer life, committing to personal prayer each day and to be willing to deepen your relationship with Christ.
- 8) To undertake general admin duties and any other appropriate duties as and when required.
- 9) To further the mission of the Diocese of East Anglia working under the authority of the Bishop.

## **PERSON SPECIFICATION**

- 1) To be a member of the Catholic Church and have a passion to share the Gospel Message with young people.
- 2) To be willing to develop your relationship with Christ and be further formed in your faith.
- 3) To be willing to use and develop whatever gifts you have
- 4) To be willing to rise to new challenges and discover new abilities and talents.
- 5) To have a sense of humour!



# Diocese of East Anglia

## Ignite Team Member Application Form

### PERSONAL DETAILS

Full name:

Address:

Postcode:

Country of Residence:

Diocese:

Date of Birth:

Gender:

E-mail address:   
Skype name:   
(if you have one)  
Tel. (Landline):   
Tel. (Mobile):

Do you hold a full, clean driving license valid in the UK?    Yes     No

Are you currently legally entitled to work in the UK?    Yes     No

**Please give details of any special arrangements you may require to help you attend an interview. E.g. wheelchair access**

## Education/Qualifications

Please give details of your education and what qualifications you have received

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained

## Employment History

Please provide details of all previous occupations (paid or unpaid) starting with the most recent first.

Dates of Employment	Name and Address of Employer	Job Title and Duties Undertaken	Reason for Leaving

## **FAITH LIFE**

*If you prefer you are welcome to answer this by making a short video of up to 6 minutes long (mpg, avi or flv format on memory stick or emailed)*

*Either submitting the following in writing or a video will not affect the selection process.*

**Please provide us with a summary of your faith journey so far.**

**What is it about your faith that gives you joy?**

**Have you been baptised and confirmed?**

**Do you regularly attend Mass and receive the Sacrament of Reconciliation?**

**Do you have a particular way/ways of praying that you like, and why?**



**On Ignite, you will be developing your personal relationship with Christ which will include time for personal and communal prayer. How do you feel about this?**

**Please list below any talents, qualifications or experience you have which you feel would be relevant on a year with Ignite, in particular, experience with young people and/or work within your parish. Please include details of any musical instruments you play (including singing).**

## COMMUNITY LIFE

**On Ignite you will be living in community with other people, this will mean less personal space than you may be used to, eating meals together, a structured way of life etc. How do you feel about this and what do you feel may be challenging for you?**

**Give three strengths/positive qualities you have that you feel will be useful as a member of the Ignite Team.**

**Give two weakness you have that you feel may present a challenge during your year on Ignite.**

## Convictions/disqualifications

This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service. A criminal record will not necessarily exclude you from joining the Ignite Team.

### Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986

We would draw your attention to the following statement:-

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

**Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.** (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement and interview.

## References

Please give the details of two references. One should be a character reference such as from a recent employer. The other should be from someone who knows you spiritually such as a priest. If one of your references is not your current parish priest, please also provide their contact details.

Referee One

**Name of Referee  
and relationship  
to you:**

**Address:**

**Email:**

**Telephone:**

Referee Two

**Name of Referee  
and relationship  
to you:**

**Address:**

**Email:**

**Telephone:**

Current Parish Priest (if not given as a reference)

**Name:**

**Parish:**

**Phone Number:**

## Declaration

### Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below.

**I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of joining the Ignite Team may be withdrawn or terminated.**

**Signed:**

**Date:**