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**Catholic Diocese of East Anglia**

Youth Service

 21 Upgate, Poringland, Norwich, NR14 7SH

Email: igniteteam@rcdea.org.uk

 Tel: 01508 486236

Dear Applicant,

Thank you for your interest in joining Ignite Lite! Below you will find a role description and an application form. Please return your completed form to me by email. If you need more space, you are welcome to continue any answers on a separate sheet of paper.

We welcome new volunteers at any time and run training and formation opportunities throughout the year. We would, however, be grateful if you could please return your form as soon as possible as this helps our forward planning for events.

We look forward to hearing from you!

Yours in Christ,

Ciaran Losasso

*Ignite Team Leader*

**IGNITE LITE MEMBER**

**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 events such as the Ignite Festival when available.
2. To use and develop your skills and interests in the delivery of the above activities. These may include drama, music, giving presentations, leading small groups and tech; but are not essential.
3. To attend Ignite Lite training and formation events where possible and to engage fully with them.
4. To be willing to develop good working relationships with other members of Ignite Lite, with the Ignite Team and with others involved in our ministry.
5. To work under the direction of the Director of the Diocesan Youth Service and members of the Ignite Team.
6. To further the mission of the Diocese under the authority of the Bishop.
7. To undertake any other appropriate duties as and when required.

**PERSON SPECIFICATION**

1. To be a member of the Catholic Church and have a passion to share the Gospel Message with children and/or young people.

*For some roles carried out by Ignite Lite members, there is a genuine requirement that they be practising Catholics. We do, however, also consider applications from non-Catholics, including other Christians, who are happy to work alongside a Catholic mission team.*

1. To be ‘teachable’ – willing to develop your relationship with Christ and be further formed in your faith.
2. To be willing to use and develop whatever gifts you have
3. To be willing to rise to new challenges and discover new abilities and talents.

**This is an unpaid, voluntary role.**

**Reasonable out-of-pocket expenses (e.g. travel) may be reimbursed at the discretion of the Diocesan Youth Service.**

**Full name:**

**Personal Details**

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**Address:**

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**Postcode:**

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**Date of Birth:**

**Gender:**

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**Tel (mobile):**

**Tel: (landline):**

**E-mail address:**

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Do you currently hold a full, clean driving licence, valid in the UK? **Yes No**

Do you currently have a way of getting yourself to/from events without the use of public transport?

**Yes No**

**T-shirt size:** **S M L XL**

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| **Emergency Contact Information** |

 **Name:**

**Relationship to you:**

**Address:**

**Tel (landline):

Tel (mobile):**

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| **Please give details of your current occupations, e.g. studies you are undertaking and current jobs** |

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| **Have you received the Sacraments of Baptism and Confirmation?** |

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| **Where do you usually go to Mass?** |

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| **Do you have any experience which you feel would be relevant to *Ignite Lite*?(Please include experience working with young people, roles in your parish, relevant hobbies such as drama, music, singing etc.)** |

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| **References** |

Please give the details of a referee. This reference should be from someone (not a relative) who can give us an idea of your character and, if possible, how you live out your faith.

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|  Name of referee  and relationship  to you: |  |

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| --- | --- |
|  Address: |  |
|  **Email:** |  |
|  **Telephone:** |  |

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| **Parish Priest Contact Details** |

Contact details for your Parish Priest:

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| --- | --- |
|  Name: |  |

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| --- | --- |
|  Parish: |  |

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|  Address: |  |
|  **Email:** |  |
|  **Telephone:** |  |

**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 Ignite Lite.

# **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.

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| **Declaration** |

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| Statement to be Signed by the ApplicantPlease 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 my place on Ignite Lite may be withdrawn.**  |

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| Signed: |  | **Date:** |  |