



Catholic Diocese of East Anglia Youth Service

21 Uppgate, Poringland,
Norwich, NR14 7SH

Email: dys@rcdea.org.uk

Tel: 01508 486236



Dear Applicant,

Thank you for your interest in applying to be part of the Ignite Team. We welcome applications for joining the team all year round but the deadline for our September 2024 intake is **5pm 15th August 2025**. It is recommended, however, that you apply **as soon as possible** as applications may close early if we have enough suitable candidates before this date.

Please read the information below and complete the application form. **Please return this to us by email or post.** If you find that you don't have enough space on the page to answer any of the questions, simply continue on a separate page. Say a prayer whenever you begin and if you have any queries about the application process just let us know.

If you have any questions, please don't hesitate to get in touch by email: dys@rcdea.org.uk, or phone / Whatsapp 07812004934.

We look forward to receiving your application!

God bless,

Hamish MacQueen
Director of Youth Service
Diocese of East Anglia



Diocese of East Anglia

Ignite Team Member Application Form



Role Title Department Location	Ignite Team Member Diocesan Youth Service Remote working, including travel to various locations within Norfolk, Suffolk, Cambridgeshire and Peterborough (and occasionally beyond)	
<ul style="list-style-type: none">• This is a full-time role.• As part of communal living, it is also expected that you will regularly attend shared meals, worship and other communal activities.		Accountable to: Ignite Team Leader and Director of Diocesan Youth Service Commencing: September and concluding the following July. If you need precise dates in advance, please contact us.
Benefits: Full board and lodging will be provided including council tax and all utility bills (except personal phone bill). In addition, an allowance of £220 per month will be provided. You may also be eligible for a bursary from the Catenian Association.		

Role Purpose:

This is an exciting opportunity for young people aged 18 – 30* to be part of East Anglia's Diocesan Youth Mission Team: Ignite.

After an initial 4 – 6 weeks of training and formation, you will be working with children and young people in schools, parishes and other settings throughout East Anglia (and occasionally beyond) sharing the Gospel Message in a dynamic and relevant way. Further training and formation in youth ministry and Christian discipleship will be ongoing throughout the year.

Together with other members of the team, you will be living in community for the duration of the year which includes regularly sharing prayer, meals and social time. The accommodation is at Poringland, next to the Diocesan offices and where Bishop Peter Collins (Bishop of East Anglia) and Fr. Peter Wygnanski (Bishop's private secretary) live.

The Ignite Team work closely with, and are supported by, the Director of the Diocesan Youth Service and the Youth Chaplaincy Team, who are a small group of priests including Fr. Peter Wygnanski.

If you have any questions or would like further information, please contact the Director of the Diocesan Youth Service, Hamish MacQueen, tel. 01508 486236 or 07812004934.
Email: dys@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 evangelisation activities such as primary and secondary school retreats & missions, parishes, deanery and diocesan events. You will also work closely with the part-time volunteer team 'Ignite Lite,' including assisting with training and formation for the group.
- 2) To assist in the creation of resources and materials for outreach to a variety of age groups. This may also include creating content for publication online, including on social media.
- 3) To use and develop your skills, creativity and interests in the delivery of the above activities and resources. This may include giving and developing talks/presentations, drama, music, art, graphic design, audio and video production.
- 4) To engage fully in training, personal development and spiritual formation throughout the year.
- 5) To live as a community with other members of the team including praying, sharing meals and spending social time together. This also includes assisting in the running and upkeep of the team household, carrying out day-to-day domestic tasks as appropriate.
- 6) To commit to daily personal prayer and growth in relationship with Jesus Christ.
- 7) To undertake general administrative duties. This may include website maintenance, photography, promotion of events, engaging with local media, record keeping etc.
- 8) To undertake any other appropriate work delegated by the Ignite Team Leader or the Director of the Diocesan Youth Service.
- 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, willing to fully live out your Christian faith and with a desire to share the Gospel Message with young people.
Applications will also be considered from non-Catholic Christians who are open to working with a Catholic mission team.
- 2) To be willing to work with young people of a variety of ages between 3 and 35.
- 3) To be willing to develop and deepen your own relationship with Christ by growing in holiness and being further formed in your faith.
- 4) To be willing to use and develop whatever gifts you have at the service of our mission. This may include discovering new abilities and talents as well as rising to any new challenges you may encounter during the year.
- 5) To be willing to take opportunities in the year for personal growth and development.



Diocese of East Anglia

Ignite Team Member Application Form



PERSONAL DETAILS

Full name:

Address:

Postcode:

Country of
Residence:

Diocese:

Date of Birth:

Sex:

E-mail address:

Tel. (Landline):

Tel. (Mobile):

Do you hold a full, clean driving licence, 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.

[illegible]

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 5 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.

CONVICTIONS/DISQUALIFICATIONS

The safety and wellbeing of the young people in our care is paramount, therefore, 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 or spiritual director, if you have one. If one of your references is not your current parish priest, please also provide their contact details. **We will usually contact references if you are invited to interview.**

Referee One

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

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Address:

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Email:

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Telephone:

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Referee Two

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

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Address:

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Email:

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Telephone:

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Current Parish Priest (if not given as a reference)

Name:

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Parish:

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Phone Number:

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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.

I also agree to my information being securely held and stored by the Diocese of East Anglia in accordance with the Diocesan Privacy Policy for a period of two years after the date of the interview, or after the end of your time serving as a member of the Ignite Team, whichever is longer.

Signed:

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Date:

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Thank you for taking the time to complete this form.
Please email this to Hamish MacQueen, dys@rcdea.org.uk
or send by post to the address above and we will be in contact soon.