

**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 applying to be part of the Ignite Team. Enclosed you will find further information and the application form. **Please return this to us by email.** (We are currently unable to check postal applications due to COVID-19 precautions).

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!

We welcome applications for joining the team all year round but the deadline for our September 2020 intake is **30th July 2020.** It is recommended, however, that you return your form **as soon as possible** as applications may close early if we have enough suitable applicants before this date.

If your application is successful, we will contact you to arrange an interview, either by Skype or in person. A decision will be made after the interview. If you have any questions, please don’t hesitate to email me on igniteteam@rcdea.org.uk. You can also phone or text me on 07769315031.

We look forward to receiving your application!

Yours in Christ,

Ciaran Losasso

Ignite Team Leader



**Diocese of East Anglia**

**Ignite Team Member
Application Form**

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| Role Title | Ignite Team Member |
| **Department** | Diocesan Youth Service |
| **Location** | Remote working, including travel to various locations within Norfolk, Suffolk, Cambridgeshire and Peterborough (and occasionally beyond) |
| * 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 andDirector of Diocesan Youth Service**Commencing:** September 2020 and concluding July 2021. If you need precise dates, 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 £200 per month will be provided. You may also be eligible for a grant from the Catenian Association. |

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| **Role Purpose**:This is an exciting opportunity for young people aged 18 – 35\* 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 will be ongoing throughout the year and there will also be the opportunity to take time out for an overseas mission trip in January.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 Ignite Team work closely with, and are supported by, the Director of the Diocesan Youth Service and the Chaplain to the Ignite Team, who is a priest.If you have any questions or would like further information, please contact the Ignite Team Leader, Ciaran Losasso, tel. 01508 486236 or 07769315031. Email: 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 evangelisation 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 part-time volunteer team ‘Ignite Lite,’ including assisting with the delivery of training weekends 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 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, 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.
6. To assist in the running and upkeep of the team household, carrying out day-to-day domestic tasks as appropriate.
7. To commit to daily personal prayer and growth in relationship with Jesus Christ.
8. To undertake general administrative duties. This may include website maintenance, photography, promotion of events, engaging with local media, record keeping etc.
9. To undertake any other appropriate work delegated by the Ignite Team Leader or the Director of the Diocesan Youth Service.
10. 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.*

1. To be willing to work with young people of a variety of ages between 3 and 35.
2. To be willing to develop and deepen your own relationship with Christ by growing in holiness and being further formed in your faith.
3. 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.
4. 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**

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| Full name: |  |

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| --- | --- |
| Address: |  |
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|  |  |
| --- | --- |
| Postcode: |  |

 **Country of
 Residence:**

 **Diocese:**

 **Date of Birth: Gender:**

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

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| Do you hold a full, clean driving licence, valid in the UK? | Yes | [ ]  | No | [ ]  |

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| --- | --- | --- | --- | --- |
| 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**

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

**EDUCATION/QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **School (11+)** | **Study Dates** | **Qualification and Grade** | **Date Obtained** |
|  |  |  |  |
| **College/University** | **Study Dates** | **Qualification and Grade** | **Date Obtained** |
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| **EMPLOYMENT HISTORY** |

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

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| --- | --- | --- | --- |
| **Dates of Employment** | **Name and Address of Employer** | **Job Title and Duties Undertaken** | **Reason for Leaving** |
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| **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.**

**Have you been baptised and confirmed?**

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

**Are there any aspects of your faith you struggle with? If so, why?**

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

**Are there any particular ways of praying that you like, and if so, 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?**

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| **MINISTRY** |

**What are your reasons for wanting to undertake this year spent serving with Ignite?**

**Have you ever undertaken ministry work in a religious context before (paid or unpaid)? If yes, please elaborate, including details of where, when and for how long.**

**Please list below any other talents, qualifications or experience you have which you feel would be relevant on a year with Ignite. Please also include details of any musical instruments you play (including singing).**

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| **COMMUNITY LIFE** |

**On Ignite you will be living in community with other people. This will involve spending lots of time with the same people, eating meals together, a daily timetable etc. How do you feel about this and what aspects of this way of life 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 weaknesses you have that you feel may present a challenge during your year with the Ignite Team.**

**Individually, rate how you feel about each of the following on a scale of 1 to 10, with 1 being the least amount of difficulty and 10 being the greatest amount of difficulty.**

\_\_\_ Punctuality/time-keeping

\_\_\_ Resolving conflict

\_\_\_ Travelling

\_\_\_ Less sleep than you may be used to
\_\_\_ Less free time than you may be used to
\_\_\_ Sharing my faith with others

\_\_\_ Self-motivation

\_\_\_ A different routine from one day to the next

\_\_\_ Living away from home

\_\_\_ Living in a house with the people you work with

\_\_\_ Not having the same time to date or pursue other relationships for a year

\_\_\_ Commitment to a daily prayer life
\_\_\_ Working with children
\_\_\_ Working with teenagers
\_\_\_ Talking in front of large groups of people

\_\_\_ Ministry in schools

\_\_\_ Ministry in parishes

\_\_\_ Obedience to leadership

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| **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.

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| **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.

 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)

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| --- | --- |
|  Name: |  |
|  Parish: |  |
|  Phone Number: |  |

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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, 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. |

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

Thank you for taking the time to complete this form.

Please email this to Ciaran Losasso, igniteteam@rcdea.org.uk and we will be in contact soon!