



Application Pack for the role of Tech Team Volunteer

Introduction

Thank you for downloading the application pack for our Tech Team volunteer role. Within this pack you should find all that you need to make an application for this role including information about FIEC, Rising Lights, the role description, and person specification. At the end of the pack there is a link to the application form.

Application Process

Please complete the application form electronically. Once we have received your references, we will then short list volunteers and contact those who have been successful. The application process may take 6 – 8 weeks so if you have not heard from us after 8 weeks please do get in touch.

About FIEC

FIEC is a fellowship of [Independent churches](#) with members of the family across Great Britain. Our mission is to see those Independent churches working together with a big vision: to reach Britain for Christ.

Being part of FIEC (the Fellowship of Independent Evangelical Churches) links churches to a growing number of other Independent evangelical churches - there are more than 50,000 people who are part of churches affiliated to FIEC.

If you require more information about FIEC please refer to our web site: fiec.org.uk – where you will also find our Doctrinal Basis and other Statements adopted by our family of churches (<https://fiec.org.uk/about-us/beliefs>)

About Rising Lights

Rising Lights is a gathering for five days by the coast to hear God's word, to praise our risen Saviour, and to rest. With plenty for adults, teens, and kids, alongside space to enjoy Torquay with friends and family.

There will be a variety of Bible-teaching, seminars, opportunities to relax, and groups for children and youth up to 18. The programme will also include space to spend time with family, friends, and your church.

Our volunteers will be a key component to us being able to successfully deliver this new event working alongside our staff, speakers and specialist organisations.



Volunteer Technical Support Role Outline

City Sound and Lighting Ltd will be leading the Audio, Video, Lighting and technical requirements across the whole event. We hope by offering volunteers the opportunity to serve on the technical team, this will also benefit local churches as the teams return.

Location: Various venues in Torquay but all within 30 minutes walking distance of one another.

Role purpose: To work alongside and under the supervision of external professional contractors to help facilitate some of the technical requirements of the event.

Team context: You will be part of a team reporting to the technical lead, Steve Collis.

Hours of work: You will be required to be flexible and serve across long days, as a team we need to cover sessions between 08:00-23.30. Team members will serve an 8-hour day. This time is likely to be spread throughout the day and there will be scheduled meal breaks and time off.

The role will begin with a lunchtime briefing on the Monday (6th) so arrival and check in etc will need to be before this briefing. The role includes helping to pack up once the delegates leave so we anticipate departure being late on Friday (10th).

Remuneration: This is a voluntary role. Accommodation provided by FIEC will be from Monday 6th to Friday 10th bed and breakfast plus two additional meals a day. There will be a staff lounge for you to be able to relax and take time off. It would really help if you could cover the costs of travel to and from the event, share lifts, if possible, etc, but if you would like to claim travel expenses, we can provide 0.45p per mile up to £100. If using public transport, you will need to provide a receipt.

We really wish to be good stewards of the funds we have available to us and keep the ticket prices as low as possible, and therefore if you do not require accommodation or food, please let us know in your application form.

Other: Satisfactory references will be needed for all volunteer appointments. All volunteers will be required to signing an appropriate safeguarding self-declaration and agree to abide by our volunteer handbook. Volunteers will need to agree to the FIEC Doctrinal Basis and the FIEC Values.

We appreciate this event, for some of you is an opportunity to come with family members. Those applying for volunteer roles will be allocated to shifts which may be at different times of the day and will not always be when there are children and youth groups taking place. Volunteers will be required to be flexible as part of the role. Volunteers coming with their families will be required to buy tickets for their families for the event.

Job Relationships: You will report to the technical lead, *Steve Collis of CSL*, who will be available to assist, and roaming around all venues across Torquay



Key tasks:

Your tasks will vary at each venue.

- Working with minimal supervision to operate sound desks
- Liaise with session hosts and speakers
- Use of two-way radio comms
- Keeping the green room stocked and clean
- A passion for delivering the technical needs of the event
- Report to the team leaders
- Unload and load the vans
- Join in with daily team prayer briefings
- Support other teams when necessary
- Assist with behind the scenes jobs when required
- Move furniture, either stage or audience seating
- Keep all areas clean and tidy

Person Specification:

- This role is representing FIEC at a gospel sharing event so has a requirement for someone with an active Christian Faith.
- Recent experience operating audio and visual equipment independently is essential
- Role will often involve simple Audio & Video side by side
- Quick to learn
- Lots of energy and fitness to aid with loading and unloading
- Flexibility
- Attention to detail
- The ability to follow instructions and take initiative when necessary

Support given:

- Role specific training and induction
- All volunteers will be sent a volunteer handbook covering relevant information and volunteer policies.
- Direct line to area lead and technical team lead via radio or phone



Volunteers will be required to:

- Be in agreement with the FIEC Doctrinal Basis and FIEC Values
- Be over the age of 18
- Be able to commit to volunteering for the whole week
- Complete the applications form with 2 references
- Eligible to volunteer in the UK
- Complete a safeguarding self-declaration



Tech Team Application Form

Please click here to complete the application. <https://forms.office.com/e/JSE1rk43JK>

You will be required to fill in the electronic application form in one go. To help you complete the application form, we have a copy of the questions below.

Please help us by answering each question fully so that we have as comprehensive a picture of you as possible.

Due to the Christian beliefs embodied in the FIEC Constitution, the Christian ethos of the organisation and the duties involved in this role for Rising Lights, there is a Requirement that the role holder is a practicing Christian regularly attending an evangelical church.

1. YOUR PERSONAL DETAILS

Title

Full Name

Postal Address

E-mail

Mobile

2. ESSENTIAL CRITERIA

Are you currently eligible to work or volunteer in the United Kingdom?

Please indicate if you have any unspent convictions as defined by The Rehabilitation of Offenders Act 1974 and as amended by Section 139 of the Legal Aid Sentencing and Punishment of Offenders Act 2012

We are unable to provide a volunteer position for those under 18 so please indicate that you are over 18 years of age.

A working day is 8 hours between 08:00 -23:00, including time off and breaks. Please indicate you are committed to serving for the full week.

3. YOUR CHRISTIAN FAITH

As this role carries an Occupational Requirement for an active Christian, please read the [FIEC Basis of Faith](#), and [FIEC Values](#) and indicate your agreement to the following declaration.

I accept without reservation the FIEC Basis of Faith and the FIEC Values

Name of the Church and location, where you are currently in membership/regularly attend.



4. YOUR SKILLS & EXPERIENCE

Why do you want to volunteer for Rising Lights?

Do you have experience of working in a technical team in a church or Christian event setting? If so, please include details such as size of venues and specific roles you're comfortable with.

What is your current main skill set? E.g. Audio, Video, Cameras, Lighting

On a scale 1-10, where would you put your skill sets?

1 never heard of it before, 5 regularly serve in this area, 8 is lead or train other volunteers in this area, 10 professional.

Audio experience

Video experience – words operator

Video experience – Camera

Lighting experience

Stage management experience

Will you remember to press record before every session required?

Are you comfortable and confident working on your own?

Are you confident and happy to liaise with speakers and stewards?

How do you respond to the unexpected and deal with change? Please outline any relevance experience.

5. ADDITIONAL QUESTIONS

Is there someone with whom you would like to share a room with? If so, please state their full name and their relationship to you. i.e. spouse, friend. Please note that for this to be arranged the other person needs to name you in their application also. Whilst we will try and make these arrangements it may not always be possible.

Is there someone with whom you would like to be on the same timetable as? If so, please state their full name. Please note that for this to be arranged the other person needs to name you in their application also. Whilst we will try and make these arrangements it may not always be possible.

If you have a disability, please tell us about any reasonable adjustments we may need to make to assist you in your application.

Any other comments you would like to make in support of your application or anything else we need to know about in relation to your application?



6. FINAL DECLARATION

I consent for my application and references to be shared with City Sound and Lighting Limited.

As part of the application process City Sound and Lighting Limited will be in touch to talk through the roles available.

I confirm that to the best of my knowledge the above information is correct. I accept that deliberately providing false information could result in my dismissal. I also agree to the processing of your personal and sensitive personal data in accordance with the Data Protection Act 2018.

Signed: (electronic signature is fine)

Date:

7. REFERENCES

Please give the names and email addresses of TWO people who have known you well in recent for at least two years to contact for references. One reference must be a member of the leadership team in your current church and the other a character reference. At least one of the references must be able to give reference to your ability to volunteer in the area you have chosen.

Consent to contact

[1] Name:

Company / Church (if relevant):

Position:

Contact email address:

Email:

[2] Name:

Company / Church (if relevant):

Position:

Contact email address:

Please complete your application here:

<https://forms.office.com/e/JSE1rk43JK>