

CIVIC SERVICE VOLUNTEER MISSION

INITIATIVE/PROJECT: EU AID VOLUNTEERS

DATES: From 1 January 2016 to 31 December 2016

MISSION BASED IN: Ljubljana, Slovenia

HOST ORGANIZATION: ZAVOD VOLUNTARIAT

Voluntariat is Slovene branch of Service Civil International (SCI), a worldwide peace movement started in 1920. SCI is a network with more than 35 national branches worldwide and works together with more than 80 partner organisations throughout the world.

Voluntariat was founded in 2001 on base of reorganization of Association MOST (from 1991) and is aiming to promote social justice, sustainable development, international understanding and solidarity through voluntary service and non-formal education. The main activities of the organisation are international work camps and youth exchanges, long term volunteering, development of non-formal educational tools, organization of the seminars and training courses for volunteers, unemployed youth and youth with fewer opportunities, promotion of GE and socio-economic inclusion, development and advocacy for recognition of international volunteering as an important value and tool to combat global injustices and provide better socio-economic opportunities for young people.

Voluntariat is also a member organization and the national coordinator in the Global Education Network of Young Europeans (GLEN), IVCO (International Volunteering Cooperation Organizations), EPTO (European Peer Training Organization), Slovene network of NGOs, Slovene network of volunteer organizations, and a member of Slovene platform for development cooperation and humanitarian aid – SLOGA, in frame of which Voluntariat has been coordinating the working group on global volunteering.

ASSIGNMENT: VOLUNTEER (PROJECT MANAGEMENT & COMMUNICATION)

The purpose of the mission is to participate in the promotion and development of European Volunteer Projects, in particular:

- The implementation of the project "Volunteering in Humanitarian Aid" (VolinHA), which brings together 9 European countries in order to facilitate the exchange of good practice on humanitarian volunteerism.
- The development of the "EU Aid Volunteers" initiative, which supports VolinHA and which foresees the creation of a European humanitarian voluntary corps.

The notions of engagement, volunteerism, and inter-culturality, will be of great significance to the candidate volunteer recruited. The mission will be to contribute to the activities developed within the project and to be of support to the participating European actors. The volunteer will exchange with the staff, as well as with the other project partners and civic service volunteers, thereby enhancing the spirit of European citizenship among project participants.

The volunteer will indeed be part of a European network of civic service volunteers of different nationalities, participating in the initiative in France, Italy, UK, Ireland, Greece, Cyprus, Hungary, Slovenia, and Latvia. This experiment aims at creating links between project partners, in an environment of intercultural and multilingual exchange.

The volunteer will support Voluntariat staff in the daily management and the communication of the VolinHA project. He/she will be mentored by a member of the staff.

More particularly, the mission will aim at improving volunteer sending organisations' standards and procedures in volunteer management in humanitarian aid contexts.

Typical activities will be:

1/ Project Management

- Overview and assessment of current procedures used or recommended by Zavod Voluntariat. Evaluate strengths and weaknesses of the organization, in relation to European standards dictated in the EU Aid Volunteers initiative and certification framework; helping to improve volunteer management practices and procedures.
- Comparative study of procedures and needs with another partner organization: team work with another volunteer on the same mission in another organization. The volunteer may spend between 4 and 8 weeks in another European country. This exchange will allow a thorough understanding of two organization's practices in volunteer and humanitarian aid program management.
- Possibly host other volunteers from the project, deployed in partner countries, who will visit Zavod Voluntariat to compare procedures, and share best practice with them
- Sharing information with partners and general partnership coordination
- Help with the organisation, preparation and logistics of project events (ex: all-partner meetings over several days) and Voluntariat events
- Assistance with the production of a handbook of procedures

2/ Communications

- Help with the animation of the civic service volunteers' network within the European partner organisations of the project
- Help with promotion and communications activities related to the project (ex: animate Voluntariatweb site and social media)
- Production of mini photo or video documentaries, conducting interviews and drafting articles, in coordination with the project coordinator in Paris

The volunteer may also participate in other activities within other departments in the organization.

Training: The civic service volunteer will participate in a 4-day common training with other Civic Service Volunteers in early January, 2016, organised by The European Guild in Paris. In addition, a 2-day reunion with the same volunteers at the end of the mission is planned again in Paris in December 2016, to share experiences and lessons learned.

MISSION CONDITIONS

- Weekly workload: **40h/week (annual leave: 2 days / month)**
- Mission duration: **12 months, starting in January, 2016**
- Civic Service allowance: 507,20€ from French government + 106,31€ from the project
In addition, contribution to pension scheme and insurance is covered by French government.
- Required work languages: **English, Slovene**

IMPORTANT: Candidates must be between 18 and 25 years.

The Civic Service Program is a French national program initiated by the State of France. More information is available in French on this website: <http://www.service-civique.gouv.fr/>

CONTACT

Please send your application in English **via email only:**

- **Curriculum vitae**

- **Cover letter outlining your motivation (format of your choice: video, letter, story...)**

To: Katja Celin Yere, globalno@zavod-voluntariat.si.

Additional information on position: through e-mail or phone +386 12391623.

Position reference: EUAV CSV