

## Call for 3 ESC volunteers in COCAT

**Deadline to receive applications from volunteers 16/11/2020**

The project is already approved for the Spanish National Agency.

### **Details of the ESC project in COCAT**

**Activity dates:** 01/02/2020 – 30/11/2021 (10 months)

**Number of volunteers:** 3

**Hosting organisations:** COCAT

**Contact person:** Ariadna Isern Creus

**e-mail:** [voluntariat.ltv@cocat.org](mailto:voluntariat.ltv@cocat.org)

## ABOUT COCAT

COCAT is a platform organisation of international workcamps organisations in Catalonia. It gathers Catalan organisations that implement activities in the social-educational field.

Our main goal is to promote international volunteering, understood as a tool for personal and community development and social transformation.

We promote international volunteering mainly in 2 ways:

- Sending Catalan volunteers to the world to do workcamps, mid and long term projects (also EVS), trainings, youth exchanges, etc...
- Hosting international volunteers in the workcamp projects that our member organisations organize.

We are really concerned about inequalities and environmental issues, that's why:

- We support youngsters with fewer opportunities so that they can also participate in this kind of experiences
- We promote sustainable practices both in the projects in Catalunya and in the travels our volunteers do to their projects.

## ESC IN COCAT

The role of the volunteers who will participate in our ESC project will be to support the incoming, outgoing and the A4A/ESC volunteering areas and also support in the communication area. It means one of the volunteers will be supporting the work that is done to host volunteers (incoming) and the other one will be supporting the work that is done to send volunteers (outgoing), and the third one will be supporting the work in the A4A/ESC and more intensively the communication and external relation tasks. The three will be promoting international voluntary service producing informative material, participating in informative sessions, updating the web and the social networks and publishing articles and posts in our website. The 3 volunteers will manage administrative tasks and will work in a team in COCAT office in Calabria street nº120, postal code 08015 Barcelona.

Here you'll find a summary of the tasks that each volunteer will carry on during the ESC project:

## 1. Volunteer supporting Incoming area and ESC area

This volunteer will support the Incoming area:

### **PREPARATION OF DOCUMENTS TO START THE WORKCAMPS SEASON:**

#### **WORKCAMPS PROGRAMME**

The first step to start the workcamps season is to prepare a detailed programme with all the information from the local partners (member organisations) to provide to the international partners in the Technical Meeting we annually do with Alliance, our international network.

#### **INFOSHEETS**

Detailed informative document to send to the volunteers that will participate in Catalan workcamps (it includes some general info about COCAT and Catalunya and detailed information about the project, how to get to the meeting point, contact person)

#### **PLACEMENT**

Once all these documents are ready, the registration process starts. It's time to keep in touch with international organisations to see the volunteers they send and contact with local organisations to see which volunteers they can host. The incoming ESC volunteer will have to deal with visa invitation letters and other documents.

#### **TRAINING FOR CATALAN VOLUNTEERS IN COCAT INTERNATIONAL WORKCAMP**

COCAT organises several trainings before volunteer's departure. We expect from the ESC to support this activity with the rest of the team.

#### **VISITING AND PARTICIPATING IN AN INTERNATIONAL PROJECT:**

The volunteer will have the opportunity, if he/she wish) to participate in an international project (it could be a workcamp, youth exchange, international training, depending on the availability) if he/she wants to. He/she could also have the opportunity to visit the Catalan workcamps during the summer season with the rest of the team.

#### **EVALUATIONS:**

At the end of the workcamps season is the time for evaluations. The incoming ESC volunteer will go through the evaluation forms and also will participate in the evaluations meetings to understand and get to know the experiences of the Catalan volunteers in COCAT's workcamps.

#### **ANNUAL REPORT:**

Out of the evaluations from volunteers and from our member organisations, we produce an annual report that shows what has happened in our workcamps during the whole year and a best practices report that highlights the most positive aspects and examples we can promote among our international partners.

## 2. Volunteer in Outgoing area

#### **INFORMATION:**

The first step for a volunteer that wants to go abroad on a workcamp is to be well informed, so the first thing the outgoing ESC volunteer will do is going to be related to this (picking-up the phone and answer e-mails giving information to volunteers, informative sessions)

#### **PLACEMENT:**

The next step is the placement process. The outgoing ESC volunteer will support the registration process by using our database and contacting international organisations.

#### **TRAININGS:**

COCAT organises several trainings before volunteer's departure. We expect from the ESC to support this activity with the rest of the team

#### **VISITING AND PARTICIPATING IN AN INTERNATIONAL PROJECT:**

The volunteer will have the opportunity, if he/she wishes, to participate in an international project (it could be a workcamp, youth exchange, international training depending on the availability) if he/she wants to. He/she could also have the opportunity to visit the Catalan workcamps during the summer season with the rest of the team.

#### **EVALUATIONS:**

At the end of the workcamps season is the time for evaluations. The outgoing ESC volunteer will go through the evaluation forms and also will participate in the evaluations meetings to understand and get to know better the experiences of the volunteers sent by COCAT.

### **3. Volunteer in the Access for All/ ESC sending and Communication area**

This volunteer will support three areas: Access for All, ESC, and Communication **(it has to be national volunteer)**

**1. Preparation of documents** for the volunteer campaign for young people with fewer opportunities (February-March):

-Informative attention

- Support for the A4A (Access for All) area in the creation of a database of entities that work with young people with fewer opportunities

- Support for the A4A (Access for All) area in the creation of an informative newsletter of offers for young people with fewer opportunities.

**2. Placement (March-April)** From March, you will be in charge of contacting international organizations and local organizations to place volunteers with fewer opportunities in their projects.

**3. Training for Catalan volunteers in work camps (June)** will support the team in the preparation, implementation and evaluation of the training of participants in international work camps in Catalonia.

**4. Support to the Long Term Volunteer Area/ESC Area** (intermittent) The participant will support the person in charge of this area to disseminate information on long-term volunteer projects, whether European or international. The volunteer will participate in informative meetings of ESC in youth centers and in training at the start for Catalan ESC. They will be responsible for disseminating through the blog of the entity and social networks vacant projects of the organization and the production of different informative materials on long-term volunteering: a video about the experience of participating in an ESC, a guide for future ESC in Barcelona, brochures, articles and interactive presentations that will be disseminated in youth association and information centers throughout Catalonia. Focused on ESC with fewer opportunities.

6. Support in general communication about international volunteering. (Intermittent). Participation in workshops to spread the projects of International volunteering

#### **5. Visiting and participating in an international project:**

The volunteer will have the opportunity, if he/she wishes, to participate in an international project (it could be a workcamp, youth exchange, international training depending on the availability) if he/she wants to. He/she could also have the opportunity to visit the Catalan workcamps during the summer season with the rest of the team.

## Common parts of the project

- Possibility to participate in a work camp/training/Youth Exchange
- Participation in informative sessions about workcamps and long term projects to promote volunteering.
- Communication tasks: social media and website management
- According to the initial language level of the volunteer, he/she will receive a basic course of Catalan and/or Spanish.
- Information service to volunteers (phone calls and e-mails management).
- Personal project: related to communication and promotion of international voluntary service opportunities for young people.
- Personal project: In the second part of his/her project, the volunteer will have the opportunity to develop his/her own personal project in collaboration with the other ESC volunteer. It should be related to the promotion of international voluntary service.
- Communication: The volunteer will be in charge of:
  - producing informative material
  - participating in informative sessions
  - updating the web and the social networks
  - Publishing articles and posts in our website

## Requirements for ESC volunteers

- Strong motivation for youth voluntary projects.
- Experience in volunteering.
- Good English level
- Consciousness that the project will have a big administrative part (although in the summer the project gets more dynamic).

## Will be positively valued

- Having participated in a workcamp or in other international youth projects (youth exchanges, trainings).
- Spanish knowledge
- Will to learn Catalan and ability for foreign languages.
- Experience, interest in communication and social media.

## HOW TO APPLY

1. Please take your time to fill in this form online:

<https://forms.gle/8J3wqc34kZwTuqy5A>

You can answer it in Catalan/Spanish if you feel like you are able to.

We will automatically receive your questionnaire so you don't need to send it by e-mail.

2. Send your CV to [voluntariat.ltv@cocat.org](mailto:voluntariat.ltv@cocat.org)

Mail subject should be: "ESC COCAT February 2021"

## Deadline for applications: 16 /11/2020

You might be contacted by phone or skype for a personal interview and you'll be contacted as soon as possible when we'll have the final decision.

Meanwhile, please inform your sending organization that you're about to start a selection process so that they can answer quickly before we present the project.

