

## Call for 2 EVS volunteers in COCAT

**Deadline to receive applications from volunteers 01/08/2017**

We will submit the project in the 1/10/2017 Erasmus + deadline in the Spanish National Agency.

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

**Activity dates:** February 2018 – December 2018 (10 months)

**Number of volunteers:** 2

**Hosting organisations:** COCAT

**Contact person:** Marta Di Luigi

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

### **COCAT**

COCAT is a platform organisation of international workcamps organisations in Catalunya. 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.

### **EVS IN COCAT**

The role of the volunteers who will participate in our EVS project will be to support the incoming and outgoing volunteering areas and to be in charge of communication. 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). Both 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.

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

- **Volunteer supporting Incoming area and Long Term area**

This volunteer will support two areas: Incoming area and Long Term 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 EVS 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 volunteers departure. We expect from the EVS 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 EVS 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.

### **SUPPORT TO LONG TERM VOLUNTEERING:**

The volunteer will help the long term volunteering coordinator to spread LTV and EVS vacancies among volunteers willing to participate in a long term project abroad. He/she will also participate in the informative speeches about EVS and the pre-departure trainings for Catalan volunteers starting the EVS experience.

The tasks in this area will be especially related with communication and social media management.

### **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.

### **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 EVS volunteer. It should be related to the promotion of international voluntary service.

## • 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 EVS 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 registration process. The outgoing EVS volunteer will support the registration process by using our database and contacting international organisations.

**TRAININGS:**

COCAT organises several trainings before volunteers departure. We expect from the EVS 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 EVS 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.

**VOLUNTEERS MEETING:**

In autumn COCAT prepares a meeting, on a Saturday, to have an informal meeting with our volunteers. It's time to prepare future projects for them... and for our EVS volunteers!

**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.

**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 EVS volunteer. It should be related to the promotion of international voluntary service.

**Common parts of the project**

- Possibility to participate in a workcamp/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.

**Requirements for EVS volunteers**

- Strong motivation for youth voluntary projects.
- Experience in volunteering.
- Good English level, basic Spanish 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, ...).

- 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 questionnaire on-line.](#)

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: "EVS COCAT February 2018"

**Deadline for applications: 01/08/2017**

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.