

ESC INFO PACK 2023



VOLUNTEERING IN BRUSSELS AT QUEST

QUALITY EDUCATION IN EUROPE FOR SUSTAINABLE SOCIAL TRANSFORMATION

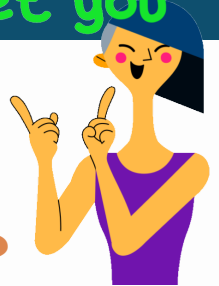


**EUROPEAN
SOLIDARITY
CORPS**



WE ARE WAITING FOR YOU!

nice to
meet you



Are you interested in education, democracy and volunteering?

Do you enjoy working in a multicultural environment?

Do you want to learn how a non-profit organisation works?

Are you ready to experience Brussels life ?

QUICK INFO

HOSTING ORGANIZATION: QUEST

WHERE: BRUSSELS (BELGIUM)

WHEN: 12 MONTHS (APRIL 2023/APRIL 2024)

WHO: 4 VOLUNTEERS

WHAT: learn how to work in a non-profit organization (4 roles: admin assistant, communication assistant, policy assistant and project assistant)

HOW MUCH: around 900 euros per months (including accomodation + pocket money + food support + transport and travels)



THE HOSTING ORGANIZATION: QUEST

Quest stands for Quality Education in Europe for Sustainable Social Transformation. We are an independent, democratic and network of European organisations from more than 10 European countries. We connect education changemakers: pioneer organisations (NGO/institutions/schools/universities) advocating for transformation in education and for the promotion of lifelong learning. Quest is still a young network, and its membership is mostly composed of enthusiastic grassroots organisations.

Since 2017 we promote research and practices that empower respectful, innovative and transformative education. We conduct several research projects, conferences, training, workshops, and we wish to have an impact on EU policies.

The association has a multilingual and multicultural environment to allow the development of an open, united, responsible and sustainable spirit.

For more info: www.quest-eu.org





VOLUNTEERING AT QUEST

**WE ARE A SMALL BUT DYNAMIC ORGANIZATION IN
THE HEART OF EUROPE!**

**VOLUNTEERING WITH US ALLOWS YOU TO LEARN
EVERYTHING ABOUT HOW TO RUN A NON-PROFIT
ORGANIZATION, UNDERSTANDING THE COMPLEXITY
AND THE BEAUTY OF THE SOCIAL SECTOR AND HOW
NGOs INTERACTS WITH THE NATIONAL AND THE
EUROPEAN LEVEL.**

READY FOR THIS CHALLENGE???



VOLUNTEERS' ACTIVITIES



**WE WELCOME 4 VOLUNTEERS FOR 12 MONTHS
(FROM THE 17th OF APRIL 2023 TO THE 16th OF APRIL 2024).**

EACH VOLUNTEER WILL DO A DIFFERENT ACTIVITY:

ACTIVITY 1 ADMINISTRATIVE ASSISTANT

**You will learn how to
administrate and manage an
NGO on a daily basis (answer
to emails, communicate,
fundraising, networking,
membership, etc..)**

ACTIVITY 2 PROJECT ASSISTANT

**You will learn how to write
and manage Erasmus+
projects on education
(ideation, writing phase,
implementation, evaluation,
reporting)**

ACTIVITY 3 COMMUNICATION ASSISTANT

**You will learn how to
manage the internal and
external communication of an
NGO (emails, newsletters,
social media, videos, etc...)**

ACTIVITY 4 POLICY ASSISTANT

**You will learn how
research in education and
pedagogy, how to analyse
the education sector and
applying this knowledge to
foster policy changes in
European education.**

WORKING TIME



Volunteers will be working 5 days per week, for maximum 35 working hours per week.

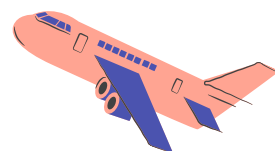
Included in the working week there is time dedicated to improve the language through the Online Linguistic Support, as well as some social time and professional support.

Volunteers will have Saturday and Sunday off.

Volunteers accumulates 2 days of holiday per month, that they can use to take holidays in agreement with their coordinator.

Please consider that the amount of work might vary from time to time, and we expect our volunteers to be seriously committed to learn the skills required in the position they have chosen (communication assistant, administrative assistant, project assistant, policy assistant).

NB: being a European Network with different projects on education, we often travel around Europe! Please consider that you might be asked to join one of these travels!



MENTORING



There are different ways in which we will help you growing professionally and personally.

Professional support meetings: one to one mentornig time dedicated to listen to you, and integrate what you have learnt.

Mentoring: you will have a mentor external to the organization that will help you for anything non related to work

ESC trainings: you will have the opportunity to attend trainings proposed by ESC programme (on arrival and intermediate training), there you can meet other volunteers!

QUEST trainings: you will take part in trainings organized by QUEST. The week of your arrival there will be an orientation training. Then, over the course of the year, there will be several other opportunities!

HERE AN OVERVIEW OF SOME DATES (TBC):

- **17/21 April: orientation week at Quest**
- **8/12 May : Training on Democratic Education in Bulgaria**
- **30 May/4 June: ESC on-arrival Training**
- **23/27 June: ESC relaxing camp in Genk.**

ACCOMODATION



The four volunteers will be sharing a flat that is located in the same building of the office, in the neighborhood of Woluwe St. Pierre.

The office and the flat are part of a small cohousing project.

The flat is in a charming Brussels townhouse, is fully furnished and has shared bedrooms (two persons per room), kitchen, dining room, living room, large terrace, one bathroom and two toilets.

Volunteers will have access to a relax room with collaborative sauna and to a beautiful common garden.

The co-housing and co-living will be an important experience for volunteers that will learn how to take decisions together, share spaces and also enjoy the social dynamic of living with other young volunteers from other European countries!

FINANCIAL SUPPORT



You will get a financial support of the total value of 900 euros per month, that will be divided this way:

AMOUNT PER MONTH	DESCRIPTION
500 euros	accomodation and charges - all included. (The amount is transferred directly from QUEST to the house owner)
150 euros	pocket money 5 euros per day, transferred to you every month
200 euros	food support, transferred to you every month
50 euros	public transports costs, transferred to you every month
TOTAL	900 EUROS PER MONTH

Besides, you will get reimbursed your travel costs from and to the sending country (reimbursed to the maximum amount according to official Erasmus distance calculator)

SUMMARY OF WHAT YOU RECEIVE



Professional support: Supervision + Weekly meeting in the hosting organization with the coordinator to integrate information and share learning outcomes + support of the sending organization;



Financial support: Pocket money of 5€/per day + Food support (200€ per month) + public transport card + paid accommodation and charges + Travel costs from and to the sending country will be refunded to the maximum amount according to official Erasmus distance calculator.



Trainings/Education: On-arrival and mid-term training provided by the Belgian National Agency + workshops promoted by the hosting organization, stakeholders and volunteers + possible paid travels in Europe ;



Mentoring - A mentor outside the organization to assist you in your daily life;

BEDANKT



OLS - Mandatory online linguistic support to learn Dutch;

A shared room in a beautiful apartment (rent, and charges included) where you will experience coliving with other three volunteers.

VOLUNTEER PROFILE



- from 18 to 30 year old
- high motivation to learn new skills
- interest and enthusiasm to work in non profit sector
- interest in education
- knowledge of English
- flexible and organized in order to manage working hours and activities
- proactive and creative
- ready to live in Brussels and to sometimes travel to other European countries for project visits
- willing to share living spaces with other volunteers and socialise with them
- willing to improve/develop communication skills



HOW TO APPLY

- ✓ **Send the CV and a motivation letter (no longer than one page) to info@quest-eu.org as soon as possible and no later than the 15 february**
- ✓ **Register in the Portal of the European Solidarity Corps;**
- ✓ **Only shortlisted people will be contacted to arrange an online interview**

**GOOD
LUCK!**



CONTACTS

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