



**ESC PROJECT
IN COCAT**
*Multiplying
opportunities for
volunteers engagement*

XI



**Activity dates: 01/02/2025 – 30/09/2025
(8 months)**

Number of volunteers: 3

Hosting organization: COCAT

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OPPORTUNITY ONLY FOR EU CITIZENS

APPLICATIONS DEADLINE:

20/10/2024



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ABOUT COCAT

COCAT is a platform organization of international work camps organizations in Catalonia. It gathers Catalan entities 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:

1

Sending Catalan volunteers to the world to do work camps, mid and long term projects (also ESC), training, youth exchanges...

2

Hosting international volunteers in the work camp projects that our member organizations organize in Catalonia.



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

- We support youngsters with fewer opportunities so that they can also participate in these experiences.
- We promote sustainable practices both in the projects in Catalonia and in the travels, our volunteers do for their projects.



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ESC IN COCAT

The role of the volunteers who will participate in our ESC project

To support the incoming, outgoing and ESC areas

WHAT DOES THAT MEAN?



INCOMING AREA

Supporting the back office work that is done during the placement of international volunteers in Catalonia



OUTGOING AREA

Supporting the back office work that is done during the placement of Catalan volunteers who will go abroad



ESC AREA

Supporting the back office work in the ESC area, fostering international mobility and long-term voluntary service opportunities

The volunteers will be promoting an international voluntary service, producing promotion material, participating in informative sessions, updating the blog and COCAT's social networks, publishing articles and posts on our website. **They will manage mostly administrative tasks and will work in a team in COCAT's office in Barcelona.**

In the next pages you will find a summary of the tasks that each volunteer will carry on during the ESC project.



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INCOMING area:

The volunteer will be in charge of providing support in all tasks related to the international work camps carried out in Catalonia. From the preparation of documents before the campaign, throughout the entire process of registrations and the subsequent follow-up of necessary documents. Apart, will also carry out some more transversal and personal tasks with the rest of the ESC volunteers and COCAT team.

The INTERNATIONAL volunteer will support in

WORK CAMPS PROGRAM

The first step to start the work camp season is to **prepare a detailed general program with all the information from the local partners and their work camps.** We will provide it to the international partners of the Alliance (our international network) at the Grand Opening.

DOCUMENTATION AND INFOSHEETS

Detailed informative documents are sent to the volunteers who will participate in the Catalan work camps. **A big part of the incoming work is to create the infosheets and check that we have received and sent all the necessary documents before volunteers's departure.**

TELEPHONE AND EMAIL SUPPORT

The volunteer will contact other volunteers and organizations (nationals and internationals), resolving questions and supporting them, **picking-up the phone and answering emails in the office.**

PLACEMENT

Once all these documents are ready, the placement process starts. It's time to **keep in touch with international organizations, mailing with the volunteers, and contact with local organizations** to see which volunteers we can host. The volunteer will have to deal with visa invitation letters and other documents.

PROJECT FOR FEWER OPPORTUNITIES VOLUNTEERS

The volunteer will support the **placement and promotion of the "Beyond Borders" project;** an access for all granted project whose main objective is to invite and host international volunteers with fewer opportunities, to participate in the work camps in Catalonia.

PROMOTION AND SOCIAL MEDIA

The volunteer will create all kinds of **promotional materials for our social media and website,** in order to promote the Catalan work camps projects.

TRAININGS

COCAT organizes several training sessions before the Catalan volunteer's departure. We expect from the ESC volunteer to **organize and support this activity with the rest of the team.**

EVALUATIONS

At the end of the work camp season is the time for evaluations, so the volunteer will go through **the evaluation forms to get to know the experiences of the international volunteers** in the national work camps.



OUTGOING area:

The volunteer will be in charge of providing support in all tasks related to sending Catalan volunteers to international work camps. From the preparation of documents before the campaign, throughout the entire process of registrations and the subsequent follow-up of necessary documents.

Apart, will also carry out some more transversal and personal tasks with the rest of the ESC volunteers and COCAT team.

The INTERNATIONAL volunteer will support in

INFORMATION

The first step for a volunteer that wants to go abroad on a work camp is to be well informed, so the first thing the outgoing ESC volunteer will do, is going to be related to **give information to volunteers, and conduct informative sessions.**

PLACEMENT

The next step is the placement process; The ESC volunteer will support the **registration process by using our database and contacting international organizations and Catalan volunteers.**

TELEPHONE AND EMAIL SUPPORT

The volunteer will **contact catalan volunteers and internationals organizations**, resolving questions and supporting them, **picking-up the phone and answering emails.**

DOCUMENTATION AND INFOSHEETS

Once the volunteers are accepted in the work camps, we need some documents from them such as medical sheets. We also send them an infosheet around 1 month before starting the project. **A big part of the outgoing work is to check that we have received and sent all the necessary documents before departure.**

TRAININGS

COCAT organizes several training sessions before the volunteer's departure. We expect from the ESC volunteer to organize and support this activity with the rest of the team.

PROMOTION AND SOCIAL MEDIA

The volunteer will create all kinds of **promotional material for our social media and website, in order to promote the international work camps projects.**

EVALUATIONS

At the end of the work camp season is the time for evaluations, so the outgoing ESC volunteer will go through the **evaluation forms to get to know the experiences of the Catalan volunteers** in the international work camps.



ESC area:

The volunteer will be in charge of providing support in all tasks related to sending national volunteers to international ESC projects. Will be in charge of promoting the short and long term ESC projects and will support informative talks and personal training sessions.

Apart, will also carry out some more transversal and personal tasks with the rest of the ESC volunteers and COCAT team.

The NATIONAL volunteer will support in

INFORMATION

The first step for a volunteer that wants to go abroad on a work camp is to be well informed, so the first thing the volunteer will do, is going to be related to **give information to volunteers, and conduct informative sessions.**

SUPPORT ESC-LONG TERM PLACEMENT

The volunteer will do the promotion about **long-term volunteering projects.** Will be responsible for **disseminating through the website and social networks of COCAT, about vacant projects of international organizations.**

TELEPHONE AND EMAIL SUPPORT

The volunteer will contact other volunteers and organizations (nationals and internationals), **resolving questions and supporting them picking-up the phone and answering emails.**

PLACEMENT

The ESC volunteer **will support the registration process by using our database and contacting international organizations.**

TRAININGS

COCAT organizes several training sessions before the volunteer's departure. We expect from the ESC volunteer **to organize and support this activity with the rest of the team.**

PROMOTION AND SOCIAL MEDIA

The volunteer **will create all kinds of promotional material in order to promote ESC long-term/short term international projects.**

ESC VOLUNTEERING TEAMS

The volunteer will **support the placement and will control all the documents from the volunteers** related to the short term ESC work camps.

PROMOTION AND SOCIAL MEDIA

The volunteer will create all kinds of **promotional materials for our social media and website, in order to promote the international work camps projects.**

EVALUATIONS

At the end of the work camp season is the time for evaluations, so the outgoing ESC volunteer will go through the **evaluation forms to get to know the experiences of the Catalan volunteers** in the international work camps.



Common parts of the project



Informative sessions: volunteers will help and organize the informative sessions to Catalan youth, about work camps and ESC long term projects, to promote volunteering.



Communication tasks: producing promotion material in social media and website. The volunteers will update the social networks, and publish COCAT's newsletter and blog.

Post-camp annual volunteers meeting: volunteers will help to organize the post-camp meeting at the end of the season; A meeting with the volunteers who participated in voluntary projects during the year. The ESC volunteers will prepare the activities and organize this event.

Trainings: according to the ESC program, volunteers will attend to the Welcome and Mid-term training, organized by the National Agency.



Photo contest: help with the organization of the photography contest organized by COCAT at the end of the season.

Personal project: the volunteer will have the opportunity to develop a personal project, in collaboration with the others ESC volunteers.



Practical parts of the project

Working hours: working hours will be from Monday until Friday, 30h a week, mornings and afternoons. The volunteers will have 2 consecutive days off a week.

Accommodation, food and transport: volunteers will have to look for accommodation in Barcelona (with COCAT's support if needed). Depending on the rent of the apartment, the rest of the organizational support will be given to the volunteer for food and transport arrangements.

Pocket money: volunteers will receive pocket money for personal expenses throughout the duration of the activity, including holidays.

Insurance: volunteers will get covered throughout the activity period by the obligatory European Solidarity Corps insurance plan (Henner) that the European Commission set up.

This coverage is only complementary to the mandatory coverage of the **European Health Insurance Card (EHIC)**, which volunteer must obtain prior to departure. In certain cases, when national rules deprive participants from coverage under EHIC for the duration of the placement, Henner will provide full coverage. However, you must provide proof that obtaining the EHIC in your case was not possible.

Language courses

The volunteers will have access to EU Academy, and will be encouraged to enroll in Catalan lessons. We also recommend that the participants start practicing Spanish prior to their arrival in Barcelona, in order to get better at the language.



Profile of the volunteer

Motivated by the volunteering and who wishes to be involved in our organization and working in the field of inclusion and youth work.

Experience in volunteering

Consciousness that the project will have a **BIG ADMINISTRATIVE** part

Strong motivation for youth voluntary projects

Good English level

A lot of motivation to join the activity and pro-activity



WILL BE POSITIVELY VALUED:

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



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HOW TO APPLY?

Please take your time and fill in THIS FORM online.

**APPLICATIONS DEADLINE:
20/10/2024**

We will ONLY consider EU CITIZENS candidates who fill in the form properly.

After selection, during November 2024, we will ONLY CONTACT the pre-selected candidates.*

***Meanwhile, look for a sending organization of your country and inform them that you're about to start a selection process, so that they can answer quickly if you get accepted into the project.**

Good luck!



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