

Host Project Description – European Solidarity Corps (Framework Partnership Agreement “Solidarity Action for Inclusion” 2019-2020)	
<i>Name of the coordinating organisation</i>	ICJA / ICYE Germany
<i>PLANNED STARTING DATE</i>	Summer 2019 - Date to be confirmed
<i>DURATION</i>	12 Months
<i>Contact person in the host organisation for ESC administration</i>	Nadine Schröder Email: nschroeder@icja.de Tel: +49 - (0)30 - 200071653
<i>Name and complete address of the project placement</i>	ICJA Büro Berlin Stralauer Alle 20 E 10245 Berlin https://www.icja.de/
<i>ESC Accreditation Number</i>	2015-1-DE04-KA110-012680
<i>Activities of the project organisation (aims, objectives, actions)</i>	<p>In accordance with our profile, we aim at putting solidarity in practice and contributing to peace at society and global level. By offering a wide variety of national and transnational voluntary service programmes we bring together people from different cultures and religions as well as economic backgrounds and encourage them to connect, interact and cooperate with mutual respect and openness.</p> <p>The aim is to provide a volunteer with the opportunity to participate in the ESK and to young people give to others world view and/or religion personally to get to know each other, to live in Berlin and to encounter, further training and Voluntary Service Programs in ICJA e.V. to cooperate. Thus she/he can acquire competences and knowledge and the initiative, the democratic Self-conception and identification the volunteer with European values strengthened. The volunteer will be funded by a call for tenders of the sending organizations in the partnership with ICJA, and then in a transparent procedure will be selected. Important criteria for this are: Interest in international youth exchange and volunteer service, fun in dealing with people from different social backgrounds strata, societies, nations and continents as well as different religions and world viewpoints. Volunteers who because of their economic, social or cultural background have less chance of participating in an exchange programme will have preference in the selection.</p>
<i>Description of the community the project is situated in</i>	The ICJA office is located in the Friedrichshain-Kreuzberg district in the eastern central part of Berlin. This area is characterized by its diverse artistic style and nightlife. The districts are separated by the river Spree, which is one of the great attractions of the city. The proportion of people with a migration background is 40%.

<p><i>Description of the tasks of the volunteer in the project</i></p>	<p>The volunteer initially learns work processes and tasks in different departments. She/he will then be trained under consideration of interests and skills for several months in one of the areas.</p> <p>In particular, it is planned to involve the volunteer in the ICJA project "SAWA" aiming at the inclusion of refugees living in Berlin by offering them voluntary service opportunities. In this and other projects of ICJA, the volunteer will have the task to support the organization of a variety of events and activities in the field of political and cultural education.</p> <p>S/he will also have the task to support the pedagogical work with international and German volunteers for example in the international seminars organized by the ICJA "Incoming Department" and "Sending Department" and to assist with organizational tasks related to these and other seminars and meetings.</p> <p>In addition the volunteer gets an insight into documentation and organizational tasks for all programs of ICJA. This includes development and maintenance of project blogs and documentation for EU projects such as the Erasmus+ Project series "Young Activists for Peace" and the AMIF project "Involve". Activities might also include the creation of photo logs, entering of content, design of blogs, writing and translating short texts and programs.</p> <p>In order to allow the volunteer to acquire skills for his/her tasks in seminars and international meetings s/he will be invited to participate in training seminars dealing with group dynamics and self-organization, intercultural communication, dealing with conflicts, contents of specific seminars, teamwork as well as technical-organizational tasks.</p>
<p><i>Required skills and interests of the volunteer</i></p>	<p>The ICJA office has the following expectations towards the volunteer's skills and interests:</p> <ul style="list-style-type: none"> - ability to communicate in German and/or English language (Farsi or Arabic language skills considered an asset) - be open-minded and motivated - be open to work in a responsible, independent way - ability to work in a team - willing to bring in own skills and interests - Knowledge of MS office software - Interest in International Youth Exchange and Voluntary Service - Fun in carrying out administrative tasks as well as interest in transcultural topics and global learning - Interest in contributing your own skills and testing yourself at seminars, etc.
<p><i>Working hours, working time:</i></p>	<p>The weekly working hours will be 30-35 hours; two days off a week.</p>

<i>Training and support for the volunteer</i>	<p>There is a mentor who is responsible for answering any questions and supervising the work of the volunteer, and who speaks English. The volunteer can take part in the regular capacity training for staff members.</p> <p>ICJA has vast experience with German and international volunteers and has been a host project for the European Voluntary Service/now European Solidarity Corps for many years.</p> <p>The volunteer will never work alone, and will never have the sole responsibility for a group of children or young people.</p>
<i>Pocket Money</i>	The volunteer will receive 5 Euro/day as pocket money in monthly payments (paid by ICJA).
<i>Public Transport</i>	The volunteer will be reimbursed for the costs of a monthly public transport ticket (reduced fee) (paid by ICJA)
<i>Description of the accommodation</i>	The volunteer is going to live in a host family or in a shared apartment in Berlin.
<i>How will the food arrangement be?</i>	The volunteer will receive a food allowance (amounting to 251Euro/month)
<i>International travel costs</i>	The volunteer will receive a financial contribution to his/her travel costs from his/her place of origin to Germany and back. The amount depends on the distance travelled. For travel distances between 500 km and 1999 km: 275 Euro, between 2000 km and 2999 km: 360 Euro etc.
<i>Insurance</i>	The volunteer will receive health insurance, third party liability insurance as well as general accident insurance via the group insurance of the European Commission (free of charge for the volunteer).

Note:

The volunteering activities in the project "Solidarity Action for Inclusion" are co-funded by the European Union Programme "European Solidarity Corps". Due to its guidelines,

- *Candidates who have formerly participated in the "European Solidarity Corps", or the "European Voluntary Service" programme are not eligible for participating in this project.*
- *Candidates who, because of their economic, social or cultural background have less chance of participating in a transnational voluntary service programme, will be given preference.*