



## The International Secretariat of Service Civil International is looking for a project and campaign ESC volunteer!

*Where: SCI International Secretariat, Antwerp, Belgium*

*Period: 14 September 2020 – 13 September 2021*

*Title: Project and Campaign ESC Volunteer*

SCI has been organizing international volunteering projects for nearly 100 years internationally, organising short term voluntary projects (workcamps) as well as mid-term and long-term volunteering exchanges. SCI's vision is a world of peace, social justice and sustainable development, where all people live together with mutual respect and without recourse to any form of violence to solve conflicts. SCI's mission is to promote a culture of peace by organising international volunteering projects with local and global impact. The volunteer's work will support this mission.

The volunteer will be following up the Peace in Practice project and supporting the 2020 campaign, especially the 100 actions for peace. The placement requires creativity, a keen interest in the topic and the ability (or interest in developing as a skill) to multitask. The Project Officer will act as the direct supervisor and many of the projects will be done in collaboration, with strong support for self-initiative and innovative ideas.

The volunteer will work in total 30 hours a week and will receive 2 free days per month during the voluntary service.

### **Placement tasks**

The project and campaign volunteer will largely work with the Project Officer (PO), in collaboration with the Communication and Volunteer Coordinator (CVC), supporting promotion and project coordination, with a specific focus on the 100 years campaign and a new online training course. Tasks will include:

### **Project communication and management (30 %)**

- Collecting and producing content (articles, updates, other relevant material & resources) for the project website, 2020 website, SCI's social media platforms and newsletters;
- Following up the organisation, promotion and reporting of local actions carried out by participants of the Peace in Practice training course back in their countries;
- Compiling resources, materials and impressions from SCI branches and participants from activities;
- Supporting practical organisation of the project activities together with the team (logistics, communication with participants, preparing materials, etc.);
- Helping with reporting, visibility and follow-up of the events.

### **Support to, and promotion of, 100 Actions for Peace (30 %)**

- Being in contact with branches and partner organisations for finalizing the 2020 campaign (a campaign to mark the 100 years of the existence of SCI, where in particular we collect 100 actions for peace from member organisation): share tips and ideas on how to carry out



actions for peace, encouraging carrying out 100 actions for peace and collecting information to showcase on the dedicated website (<https://2020.sci.ngo/>);

- Updating the website with the latest actions for peace;
- Follow up with branches to collect the evaluation report and reflect on the impact of their projects;
- Following meetings with the 2020 team;
- Organisational support to the virtual celebration of the 100 years in December 2020.

### **Development and promotion of a new SCI online course on peace education (20 %)**

- Taking an active part in a test-phase of the online training course, providing feedback to the developer team;
- Collecting materials (photos, videos), testimonials and tips from successful local actions for peace to further enrich its resources;
- Contributing ideas to promotion of the online course to young people worldwide;
- Helping to create a short video to promote the online course for social media, motivating partners and young people to take part.

### **Video-making project (10%)**

- Attending a media training and plan for the shooting and editing of videos (including creation of a story-board, visual communication guides, etc) focused on local volunteer weekends, in partnership with another volunteer;
- Visiting and visually documenting three different local activities, in partnership with another volunteer.

### **Other (10 %)**

- A personal project agreed upon with the PO;
- Share the general work of the office, such as answering telephone calls, filing, joining office meetings, and any other general office tasks that arise;
- Other tasks as they may arise.

### **Who are we looking for?**

A candidate aged between 18 -30 who has:

- An interest in the topics of human rights, solidarity, volunteering and intercultural dialogue and who is eager to contribute to SCI's mission of promoting a culture of peace;
- Are interested in learning the practical side of communication and non-formal education in an international NGO;
- Strong interest in video creation and editing;
- Passion and knowledge in using social media tools;
- An interest in increasing graphic design skills in software such as Indesign and Canva, and website design with Wordpress;
- Good English language skills (spoken and written);
- Interest to help, learn and share, to work in a busy international office, to multitask and to work in teams.



### **What do we offer you?**

- A 12 months volunteer contract with Service Civil International's International Secretariat;
- A monthly volunteer allowance of 380 EUR;
- A furnished room in an apartment with shared facilities (kitchen, bathroom);
- Travel reimbursement for your travel between Antwerp and your place of residence at the beginning and at the end of your placement (up to 275 EUR);
- A bike sharing card to explore the beautiful city of Antwerp;
- A personal mentor who will support you during your time in Belgium;
- CIGNA Health Insurance;
- Participation in a media course and the opportunity to travel to gather footage for future videos;
- Participation in an international workcamp;
- Opportunity to attend 2 training courses related to the Peace in Practice project.

Starting date would be 14 September 2020 (can be flexible).

### **To apply**

Send an email to [programmes@sci.ngo](mailto:programmes@sci.ngo), attaching your CV and a motivation letter in English.

**Deadline for applications: 6 September 2020**

Selection interviews will happen soon after.