

ESC INFO PACK 2024



VOLUNTEERING IN BRUSSELS

AT

QUEST

QUALITY EDUCATION IN EUROPE
FOR SUSTAINABLE SOCIAL TRANSFORMATION



**EUROPEAN
SOLIDARITY
CORPS**



WE ARE WAITING FOR 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 organisation: QUEST

Where: Brussels, Belgium

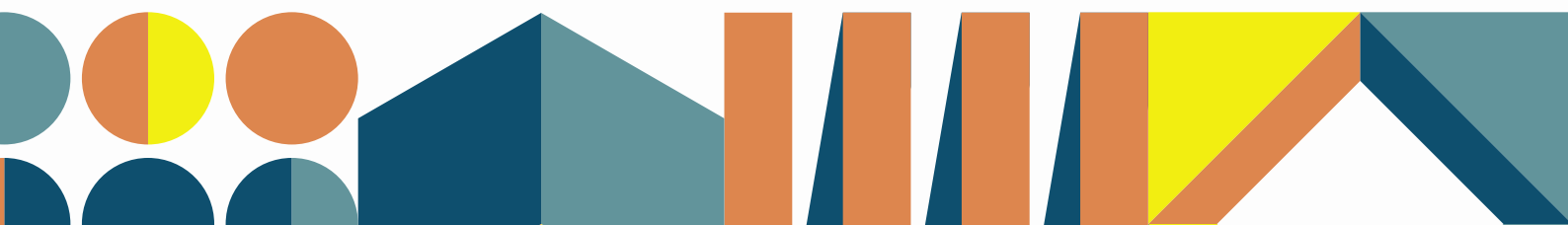
When: 1 year - starting on Sept 16th, 2024

Who: 2 volunteers

What: Learn how to work in a non-profit organisation as:

COMMUNICATION & EVENT ASSISTANT or
PROJECT ASSISTANT

How much: 900 euros per month (including accommodation, pocket money, food support, transport and travels)





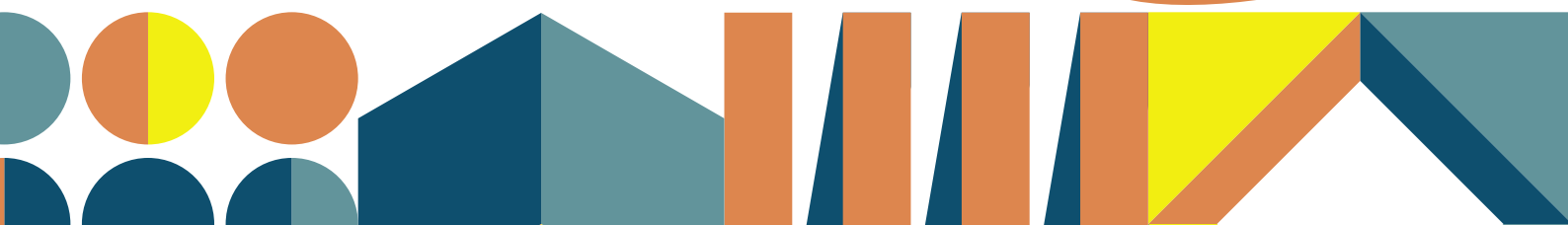
THE HOSTING ORGANISATION

QUEST stands for **Quality Education in Europe for Sustainable Social Transformation**. We are an independent, democratic and network of European organisations from more than 17 European countries. We connect education changemakers: pioneer organisations (NGO, institutions, schools and universities) advocating for **transformation in education** and for the **promotion of lifelong learning**.

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

QUEST has a **multilingual and multicultural environment** that allows for the development of an **open, united, responsible and sustainable spirit**.

For more info:
www.quest-eu.org



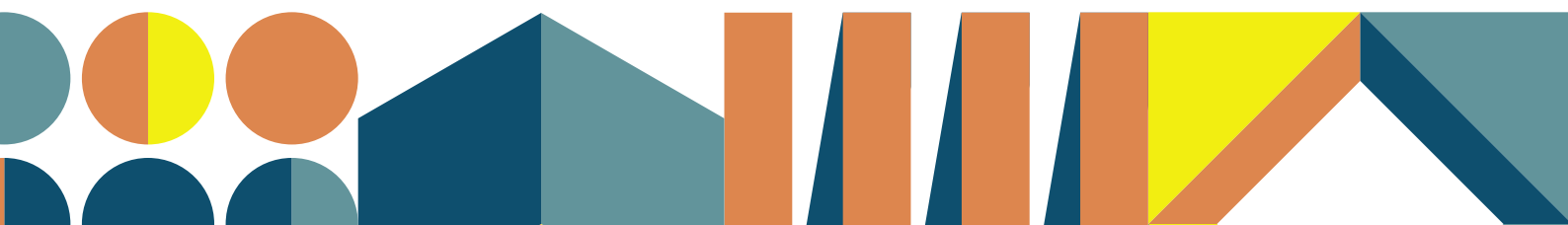


VOLUNTEERING AT QUEST

We are a small but dynamic organisation **in the heart of Europe!**

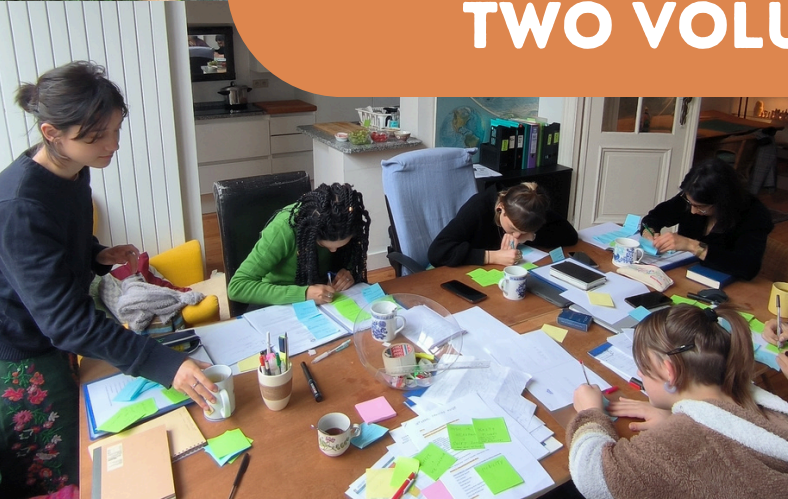
Volunteering with us will allow you to learn everything about **how to run a non-profit organisation**, to understand the complexity and the beauty of the social sector and **how NGOs interact with the national and European level.**

Ready for
the challenge??





**WE ARE LOOKING FOR
TWO VOLUNTEERS!**



Read about former ESC experiences at QUEST on the [ESC blog](#) on our website.

"Eight months at QUEST offered so much, but for me, it felt too short. THANK YOU SO MUCH FOR EVERYTHING!"

Dario Cabornero Boch
Administrative Assistant

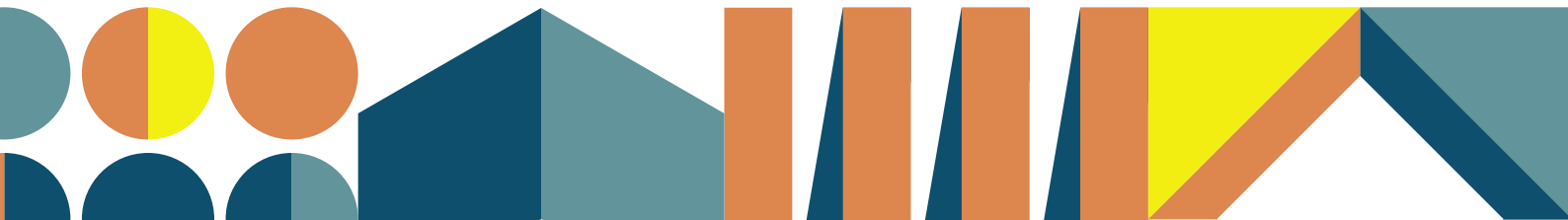
"I am very grateful to have been able to witness and participate in the fast evolving processes of the NGO, in a caring working atmosphere."

Mathilda Diaz
Policy Assistant

"My adventure as a ESC with QUEST was a beautiful journey where I had the opportunity to learn how to bring a project to life, reflecting on education and its transformative potential. This experience has been of great inspiration for me!"

Sara Bentass
Project Assistant

The length of your stay will be for 1 year, from the 16th of September 2024 to the 14th of September 2025.



ACTIVITY 1

PROJECT ASSISTANT

You will learn **how to write and manage all the cycle of projects in the education sector** (ideation, writing phase, implementation, evaluation, reporting)

In particular you will have a chance to:

- learn how and where to check and monitor new grants/ new project calls
- learn how to develop new projects ideas
- learn how to write project proposals
- learn how to organise events related to projects
- understand how to take care of administrative and financial aspects of projects
- learn how to do project reporting
- attending info days or other project events
- connecting with partners and organisations
- learn how to implement project activities
- learn and contribute at the intersection of social justice and education
- participating in project travels
- this will be an opportunity to also:
 - learn how an NGO works
 - improve your communication skills
 - improve your english
 - learn how to work in a shared-governance organisation
 - practices sociocracy and Non-violent communication at work
 - learn about how to translate policy priorities into projects
 - have a chance to promote youth volunteering in Europe
 - learn why a change in education is needed and how to work towards children participation and agency!

ACTIVITY 2

COMMUNICATION & EVENT ASSISTANT

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

In particular you will have a chance to:

- create the content and design of our social media posts
- plan QUEST's social media calendar
- hunt news and academic resources for interesting and relevant social media content
- search for relevant pages to follow, like and share
- learn to follow social media analytics and create regular reports
- help compiling and designing our monthly newsletter
- help updating our website
- brainstorm about QUEST's communication strategy
- follow up on members' registrations
- research potential new members
- create automatic email campaigns for new members
- help brainstorming about event content
- help with writing event content
- reach out to possible speakers for events



WORKING TIME

The volunteer will be working **5 days per week**, for maximum **35 working hours per week**.

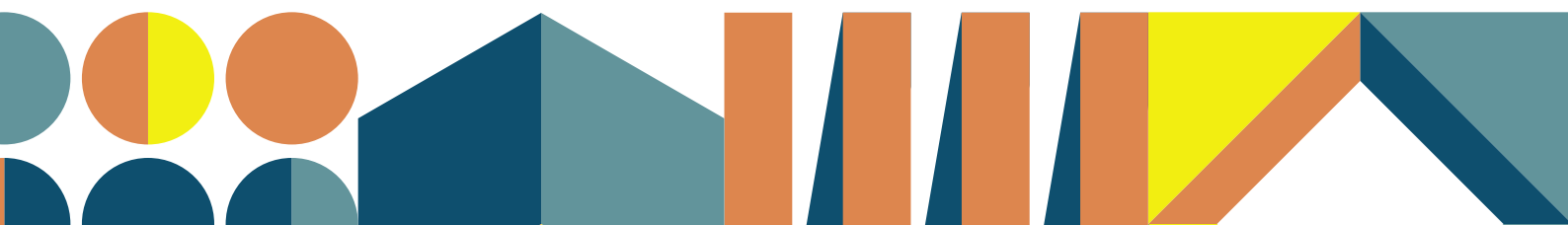
Included in the working week there is time dedicated to improve the language through the **Online Linguistic Support**, as well as some **social time** and **professional support**.

The volunteer will have Saturday and Sunday off.

The volunteer 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.

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

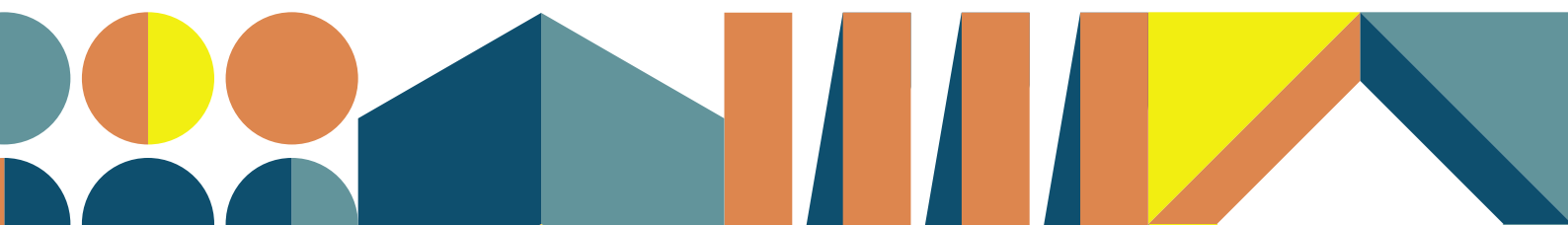
There are different ways in which we will help you growing professionally and personally.

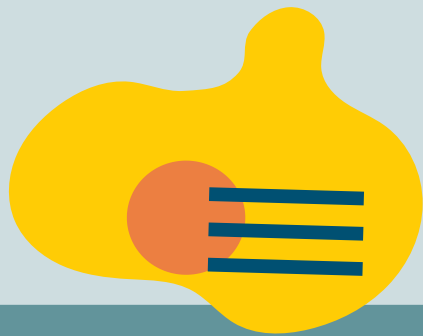
Professional support meetings: one-to-one coaching session with your coordinator at QUEST, taking place every month, dedicated to listening to you and your learning journey.

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 the ESC program (on arrival and midterm trainings), where you can meet other volunteers!

QUEST trainings: you will take part in trainings organised by QUEST over the course of the year.



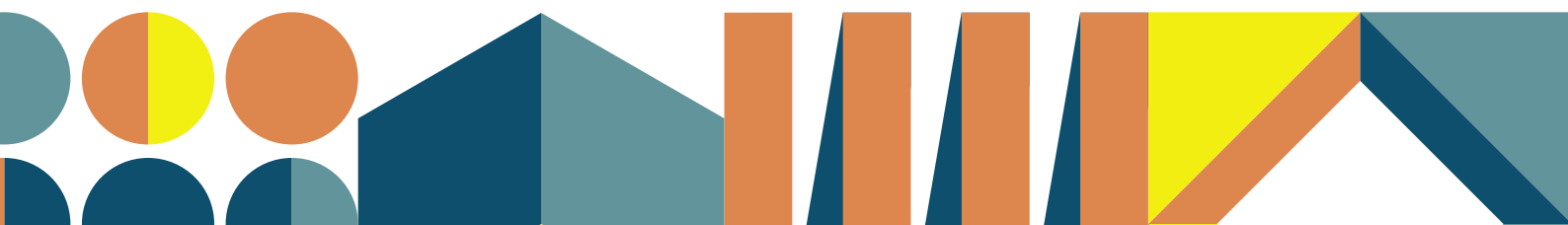


ACCOMMODATION

We will help the volunteer to look for a suitable accommodation.

We will provide a flat rate of **500 euros per month** every month to the volunteer to pay for his/her accommodation. Extra expenditures will need to be paid by the volunteer.

We suggest volunteers to look for shared houses with students or young professionals.



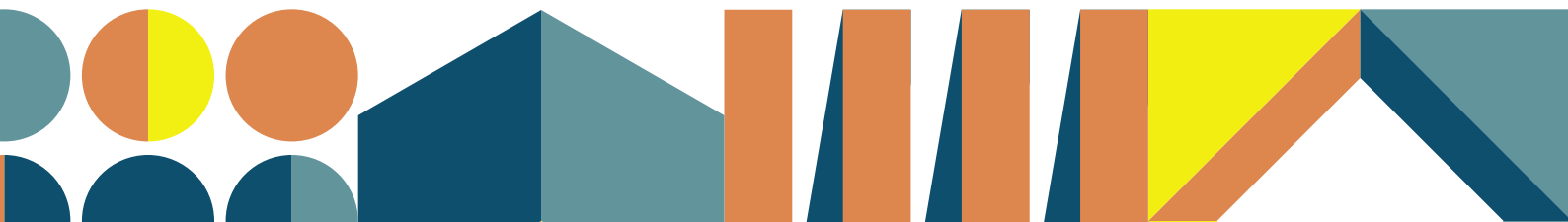


FINANCIAL SUPPORT

You will get a financial support of a total of **900 euros per month**, that will be divided as follows:

AMOUNT PER MONTH	DESCRIPTION
500 euros	It is a fixed rate to pay for your accommodation and charges (the amount is transferred directly to you every month, and you will use this to pay your rent and your bills)
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 transport costs, transferred to you every month
TOTAL	900 EUROS PER MONTH

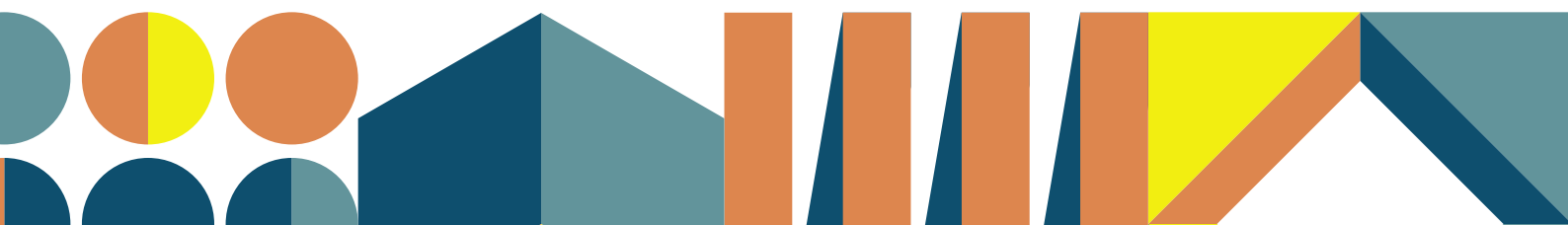
Besides, you will get reimbursed your travel costs from and to the sending country (reimbursed to the maximum amount according to the official Erasmus distance calculator).





SUMMARY OF WHAT YOU RECEIVE

- Professional support: Supervision + Weekly meetings in the hosting organization with the coordinator to integrate information and share learning outcomes + support by the sending organisation.
- Financial support: Pocket money of 5€/per day + Food support (200€ per month) + transport costs (50€ per month) + 500€ per accommodation and charges + Travel costs from and to the sending country will be refunded to the maximum amount according to the official Erasmus distance calculator.
- Trainings/Education: On-arrival and mid-term training provided by the Belgian National Agency (JINT).
- Mentoring - A mentor outside of the organisation will be available to assist you in your daily life if needed.
- OLS - Mandatory online linguistic support to learn Dutch (or any other language you will need for your work or your carrer)
- Help to find an accomodation in Brussels





VOLUNTEER PROFILE

- from **18 to 30** years old
- **high motivation** to learn new skills
- interest and enthusiasm to work in **non-profit sector**
- interest in **education**
- good knowledge of **English**
- **flexible and organised** in order to manage volunteering hours and challenging activities
- **proactive** and **creative**
- ready to live in **Brussels**, find your accommodation (with our help) and to sometimes **travel** to other European countries for project visits and activities
- willing to be **open to improve**, change and share experiences!
- willing to improve/develop **communication skills**



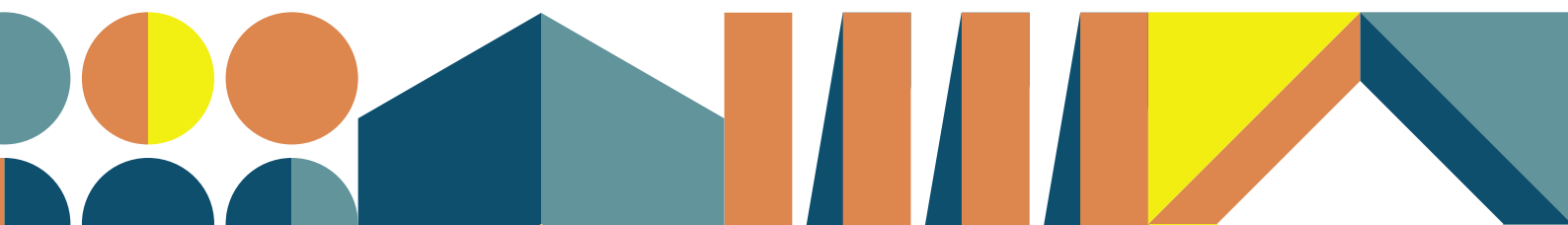


HOW TO APPLY

- **Send your CV and motivation letter** indicating your preferred position (ESC Communication and Event Assistant or ESC Project Assistant) to info@quest-eu.org **by the 7th of June 2024**.
- **Register** on the [Portal of the European Solidarity Corps](#)
- Only shortlisted people will be contacted to arrange an **online interview**
- We review application as they arrive, so we encourage you to send your application **as soon as possible** to increase your chances!



GOOD LUCK!



CONTACT

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CIVIL SOCIETY COOPERATION
IN THE FIELD OF EDUCATION
SGA 2023



Co-funded by
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