

ESC INFO PACK 2025



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 10th of February 2025

Who: 2 volunteers

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

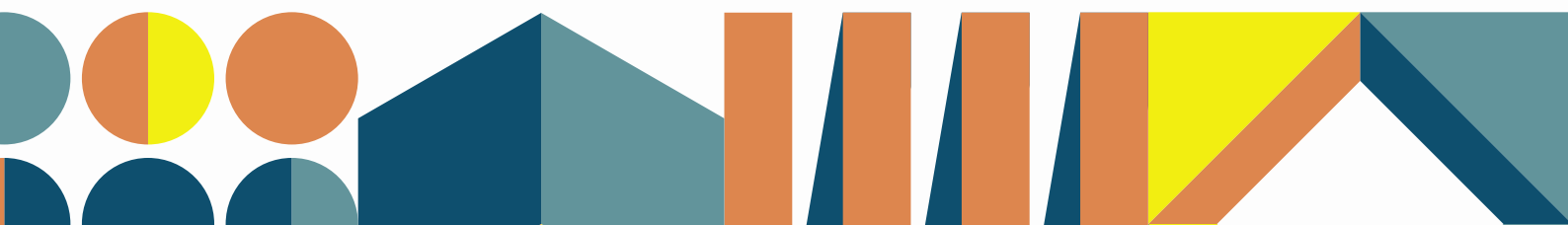
EVENT & MEMBERSHIP ASSISTANT

or

PROJECT & COMMUNICATION ASSISTANT

How much: 1.030 euros per month + travel covered

Application deadline: asap and until 6th January 2024





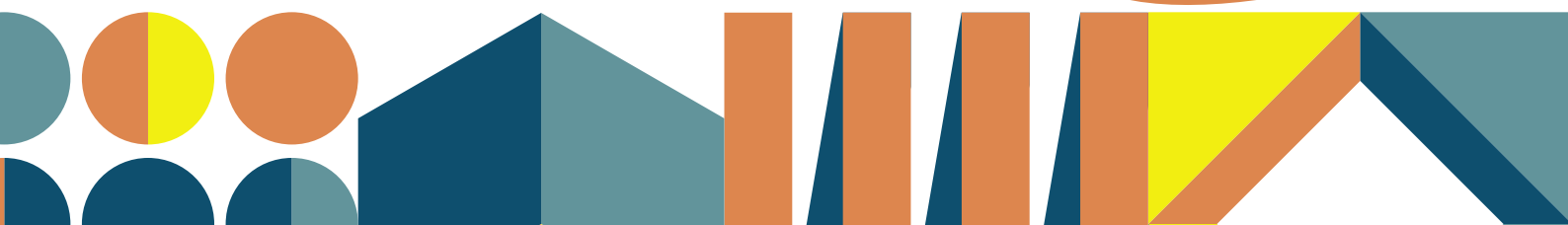
THE HOSTING ORGANISATION

QUEST stands for **Quality Education in Europe for Sustainable Social Transformation**. We are an independent, democratic and network of European organisations from more than 20 European countries. We connect education changemakers: pioneer organisations (NGO, institutions, schools and universities) advocating for **transformation in education**.

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



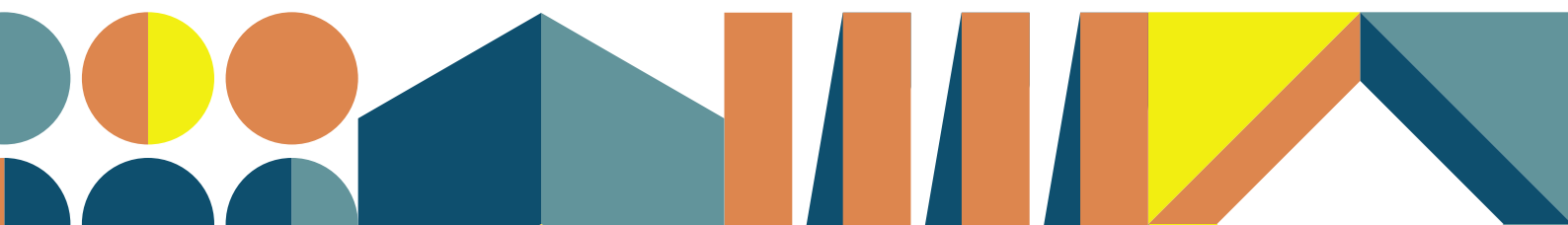


VOLUNTEERING AT QUEST

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

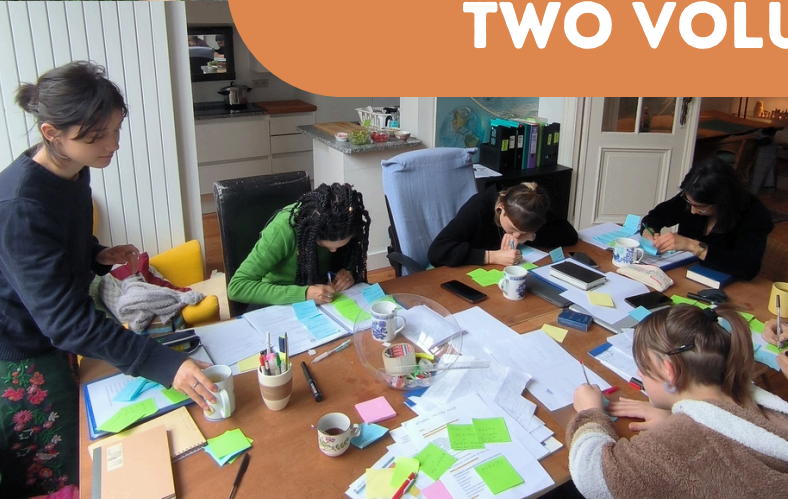
Volunteering with us will allow you to learn everything about **how to run a non-profit organisation**, to understand the complexity and the beauty of the social sector and **how NGOs interact with the national and European level.**

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

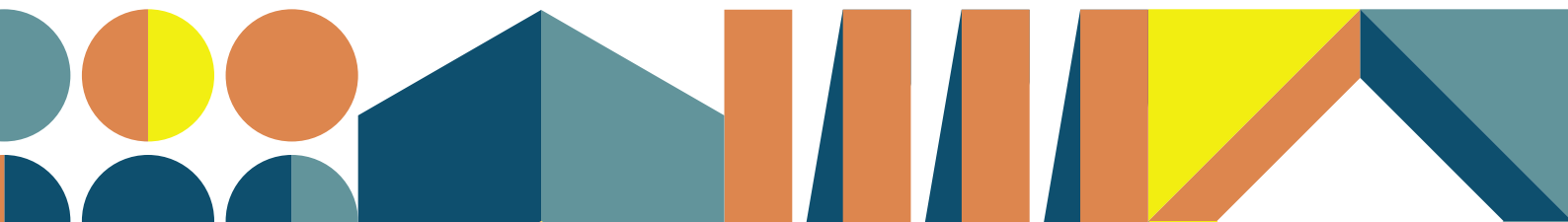
"I am very grateful to have been able to witness and participate in the fast evolving processes of the NGO, in a caring working atmosphere."

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 10th of February 2020 to the 10th of February 2026.





WHAT TO EXPECT??



FULL IMMERSION INTO A
NGO EXPERIENCE:
TRAVELS, CULTURAL
EXCHANGES AND A LOT
OF FORMAL AND
INFORMAL KNOWLEDGE
ACQUISITION!

EXPERIENCE IN
PROMOTING
DEMOCRATIC, INCLUSIVE
AND SUSTAINABLE
EDUCATION!



ACTIVITY 1

MEMBERSHIP & EVENT ASSISTANT

You will learn **how to organise events, training and gatherings of our members** in **an NGO**.

In particular you will have a chance to:

- Take part in the organisation of the EUDEC Conference, that we will host during Summer
- Support the organisation of events for our members (training, movies screenings, online workshops)
- Get to know many schools and educational organisations around Europe that are part of QUEST network
- Listening to our members needs and support the Membership Officer to constantly improve our membership strategy
- Support the communication with our members
- Help compiling and designing our monthly newsletter
- Support in following up on members' registrations
- Support hunting news and resources for interesting for our members
- Support in researching and reaching out potential new members
- Support in creating automatic email campaigns for new members
- Help in brainstorming about event content and implementation
- Travel for projects, events and membership meetings!

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
- 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

PROJECT & COMMUNICATION ASSISTANT

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

In particular you will have a chance to:

- Learn how to write project proposals and implement projects activities
- Learn how and where to monitor new grants/ new project calls
- Understand how to take care of projects' administrative and financial sides
- Attending info days or other project events
- Connecting with partners and organisations
- Learn how to write articles that disseminates about our project results
- Support on social media posting and planning about our projects
- 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 and social skills
- learn how to work in a shared-governance organisation
- practices sociocracy and Non-violent communication at work
- 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!



VOLUNTEERING TIME

The volunteer will be requested to do volunteering hours **5 days per week**, for maximum **35 volunteering hours per week**.

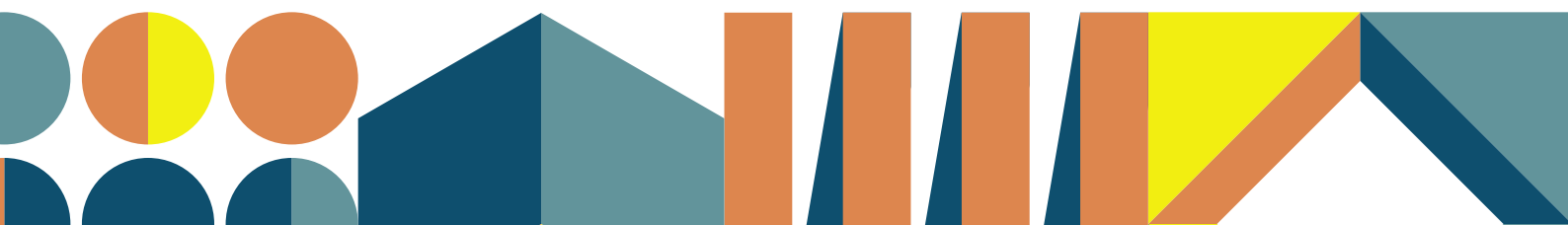
Included in the working week there is time dedicated to improve the language through the **Online Linguistic Support**, as well as some **social time** and **professional support**.

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 tasks 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. As an example, you will have the chance of following trainings in democratic education, sociocracy, shared decision making, outdoor learning, participatory- action research....





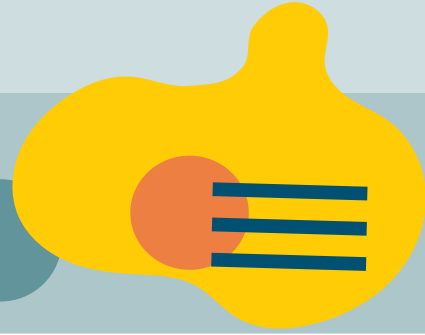
FINANCIAL SUPPORT

You will get a financial support of a total of **1030 euros per month, which will be transferred to your bank account at the beginning of every month.** This money is a support to pay for your accommodations and your monthly expenditures.

Please be aware that Brussels is an expensive city, so the volunteering support might not be enough to cover all your living costs!

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).

ACCOMMODATION

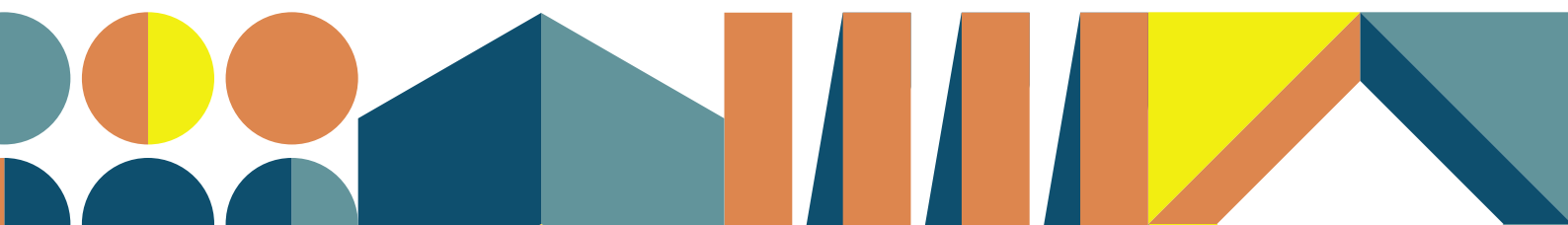


The volunteer will have to find his/her own accommodation in Brussels, but our QUEST team will help the volunteer in this search. We can offer the list of websites to look for rooms and apartment, and we can also do some visits on your behalf before of your arrival.

Despite our willingness to work and support, it is first and foremost the volunteer responsibility to find an accommodation. We encourage the volunteer to start the search as soon as possible as it might take some times to find the right accommodation.

QUEST can offer a temporary shared lodging in the first period of arrival of the volunteer to facilitate the finding of the apartment search on arrival. The cost of this temporary accommodation is 500 euros per month per volunteer (all included) which will be retained directly from the monthly volunteering allowance.

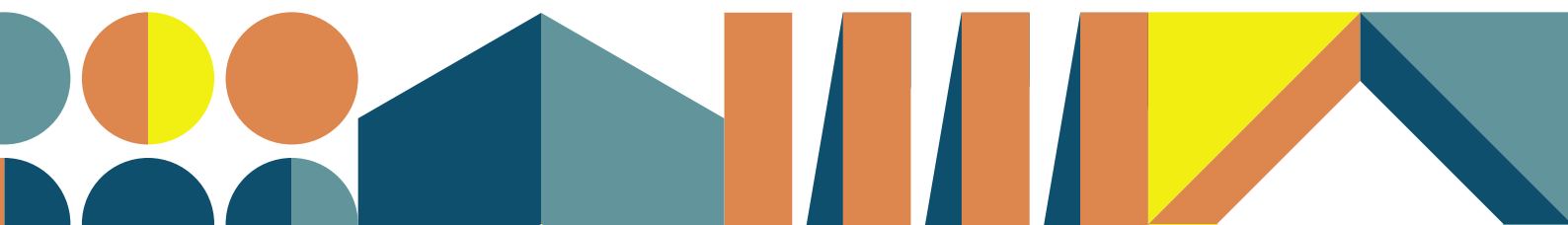
The temporary accommodation that QUEST will be able to provide is the guest room in our office. It is a shared room with two beds, use of shared kitchen and shared bathroom.





SUMMARY OF WHAT YOU RECEIVE

- Professional support: Supervision in the hosting organisation to integrate information and share learning outcomes + support by the sending organisation.
- Financial support: A total of 1030 euros + travel costs from and to the sending country
- 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 career)
- Help to find an accommodation in Brussels plus temporary accommodation in shared room on your arrival (if needed)





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**



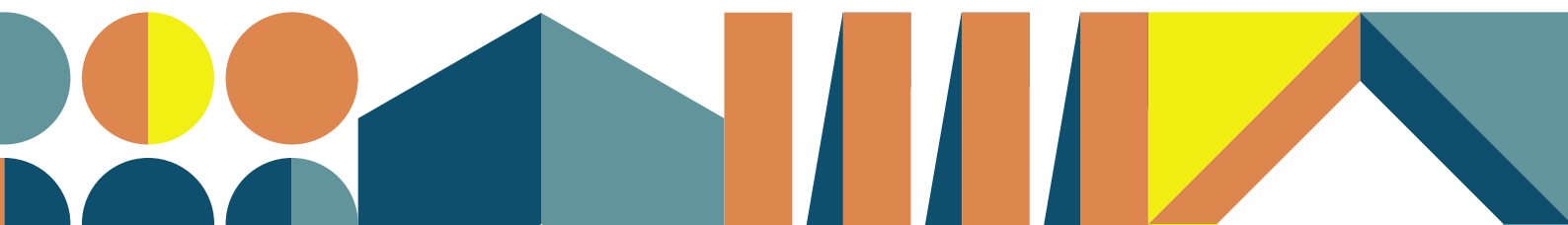


HOW TO APPLY

- **Send your CV and motivation letter** indicating your preferred position (ESC Membership & Event Assistant or ESC Project & Communication Assistant) to info@quest-eu.org **by the 6th of January 2024 at the latest.**
- **Register** on the [Portal of the European Solidarity Corps](#)
- Only shortlisted candidates 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! We might select the right volunteer before the final deadline.**



GOOD LUCK!



CONTACT

QUEST asbl

www.quest-eu.org

info@quest-eu.org



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