*NOTE: The availability of this position is pending project approval. The result of the project application will become available in June 2019, at which time the potential candidate will be informed and potentially, arrangements made.*

**The International Secretariat of Service Civil International is looking for a Worldwide Project volunteer!**

*Where: SCI International Secretariat, Antwerp, Belgium*

*Period: 1st October 2019 – 31st May 2020 (8 months)*

*Title: Worldwide Project Volunteer*

SCI has been organising 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 conflict. 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 supporting the implementation of a 2-year worldwide Capacity Building project in SCI called ‘Uniting Voices’. The role will require good organisation, communication skills and the ability to manage and balance multiple tasks. The volunteer will work closely with the Project Officer, as well as the Tech Coordinator and Finance Officer at different times. All volunteers in the office are managed by the Volunteer Coordinator, who will also support with the volunteers experience during their placement.

The volunteer will be involved with the organisation, implementation and follow-up of two international activities during their placement. They will work with the project team to follow all aspects of the project, helping to make sure that project aims are met, and maintaining communication with project partners from the SCI network around the world. The volunteer will fulfil the tasks described below. They will work in total 37,5 hours a week and will receive 2 free days per month during the voluntary service.

**Project Management and Communication (50%)**

The volunteer will support the Project Officer in managing the project, its activities and outcomes. Tasks will include (with some flexibility based on interest):

* Managing regular updates with project partners;
* Collecting and producing content (articles, updates, other relevant material & resources) for the project website and SCI’s social media platforms;
* Supporting the Tech Coordinator in gathering impressions from the SCI movement regarding the development of a new tech platform;
* Compiling resources, materials and impressions from SCI branches and participants to activities, which will be used to create a toolkit on campaigning and external representation;
* Supporting the organisation of local actions for peace carried out by SCI branches around the world.

**Support to Project Activities (40%)**

The volunteer will be involved in the organisation and follow-up of two international activities within the Uniting Voices project, occurring in November 2019 and January/ February 2020. The key tasks related to these activities will be:

* Supporting practical organisation of the events together with the team (logistics, communication with participants, help with issuing invitation letters, etc.);
* Supporting content organisation of the events together with the team;
* Helping with reporting, visibility and follow up of the events.

**Other (10 %)**

In addition to above, the volunteer is expected to share the general work of the office, such as answering telephone calls, dealing with correspondence, getting in contact with partners, filing, joining Staff Meetings, and any other tasks that are connected to the work of SCI as the international staff deem necessary. This can also include a personal project agreed upon with the Volunteer Coordinator.

**Who are we looking for?**

A candidate aged between 18 -30 who has:

* 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
* Interest in project management and communication in an international NGO
* Interest in learning how to coordinate an international project
* Interest in learning how to work in a large international (online) team of volunteers
* Interest in understanding funding bodies
* Good English language skills (spoken and written)
* Interest to work in a busy, international office and is ready to multitask

**What do we offer you?**

* An 8 month volunteer contract with Service Civil International’s International Secretariat
* A personal mentor who will support you during you time in Belgium
* A bike sharing card to explore the beautiful city of Antwerp
* A furnished room in an apartment with shared facilities (kitchen, bathroom)
* A monthly volunteer allowance
* Travel reimbursement for your travel between Antwerp and your place of residence at the beginning and at the end of your service
* Health insurance
* Possible participation in relevant events/ training sessions in Brussels.
* Experience in a multicultural, interactive office