**Hosting Projects**

**BELGIUM FLANDERS**

**AFS Interculturele programma’s vzw**

1. General info on projects in BFL

**Age limits**: 18-30 years.

**Number of volunteers:** Most of the projects only host one volunteer.

**Period of the projects**: 13 January till 8 July 2018

**Application deadline**:

25 September 2017

**Hosting**: All participants will be hosted in a host family or at the work place, depending on the project. **Only volunteers who are truly motivated to live in a Belgian host family should apply for this project**! Please do know that our host families are not necessarily living near the project. Be aware that you might have the travel time from your home to your project might take a while. Especially, when your project is situated in a large city (like Brussels, Antwerp or Ghent), it’s very likely that you will be hosted in the suburbs and not in the city centre.

**Language**: The will to learn the Dutch language is a very important aspect. We expect people to be dedicated to learn Dutch. In most projects the motivation to learn Dutch fast is a requirement. We will offer online Dutch language courses, but motivation remains the most important factor to communicate at ease. A good communicative knowledge of English is desirable and sometimes required. All communication with AFS BFL is done in English. Depending on the volunteer work you want to do, in most projects it is necessary to have a very good level of communication skills in English.

**Travel**: please make sure to arrive at Brussels national airport – (airport code = BRU) !

**Guarantee**:

Once you are accepted as an EVS-volunteer in a project, we will ask you to provide us with:

* A guarantee of 75 euro (which will be refunded right after your arrival in Belgium, together with the pocket money for the first month)
* A health form signed and stamped by your doctor (we will give you a form)
* A signed Q&A form (we will give it to you)

International school of Leuven

Native City: Leuven

Activities and mission of the organization:

ISL was set up in 2013 as a private non-profit organization by the City of Leuven, the University of Leuven (KU Leuven), IMEC (Nano-technology research center) and the Flanders Biotechnology Institute (VIB). ISL offers pre-primary and primary education in English for children of the wider Leuven region expatriate community. ISL uses the International Primary Curriculum, a combination of academic, personal and international learning. ISL is a well-respected member of the Belgian Association of International Schools. ISL educates about 65 children between the ages of 2.5 and 11 years old and is growing fast.

Sector of the organization: education-children

Location of the project:

ISL is housed on the campus of the University College Leuven – Limburg (UCLL) in Heverlee in the outskirts of Leuven. ISL campus is situated next to the E40 Highway Liege-Brussels at exit Haasrode, about 5 km from the historic city center of university town of Leuven (pop. 100.000) and about 25km from the capital city of Brussels. ISL campus is easily accessed by public transportation (regular bus lines from Leuven center and train station), bicycle and car.

Office environment:

ISL employs about a dozen fully qualified teachers (full/part-time) with various international backgrounds.

Teaching assistants/interns are used on a regular basis to help out in regular class setting or for teaching art/music/PE. Many parent-volunteers are likewise part of the school scene.

The headmaster is a very experienced education professional with an extensive teaching and education management track record in the Flemish school system. He has been involved with ISL from the very first moment (since 2013).

Benefit from the volunteer:

Volunteer with interest and talent for early childhood education and English language skills will be a valuable asset as a teaching assistant for the professional staff in the different class groups. ISL is a non-profit that tries to offer quality English language / international education at reasonable cost, so quality staff is always in short supply. The very international environment also requires input from different cultures in the broader framework provided by the professional and volunteer staff, benefitting the childrens’ education in general.

Tasks of the volunteer:

* Teaching assistance
* Classroom and recess supervision
* Logistic support for classroom teachers
* Arts and crafts, music, PE
* Homework assistance
* Administration

Specific skills volunteer should have:

We are looking for a highly motivated and dynamic personality, with a love for children and a passion for education.

* Interest /background in early childhood education required.
* Sociable personality is a must
* Some experience or formal training in primary education is a major plus.
* Skills in arts, crafts, music, … are most welcome.

Level of language skills: Proficiency in English at least level B-2, preferably higher.

Volunteer’s benefit:

Integration in a professional (pre-) primary teaching setting using the International Primary Curriculum.Young dynamic school with lots of room for personal learning and growth.

Variety of teaching staff with international back grounds, used to working with interns and volunteers. Locally anchored in cooperative system with local Flemish school(s).

Vredeseilanden

Native City: Leuven

Activities and mission of the organization:

Vredeseilanden is a Belgian based international NGO with more than 40 years of experience in partnering with farmer organisations and food chain actors across Africa, Asia, Europe and Latin America. We enable and support smallholder farmers to take up their role in rural poverty alleviation and to contribute to feeding a growing world population in a sustainable way.

Our aim is to enable organisations of smallholder family farmers to successfully participate within sustainable food chains. We invest in the capacities of these organisations and their members to become strong collective business organisations, while linking up these organisations with other chains actors like processors, traders, retailers, consumers… We also invest in connecting these farmer organisations with higher level farmer organisations and support these in their advocacy work towards governments and private actors to create an institutional environment that strenghtens the position of smallholder family farmers within sustainable agricultural chains.

VECO runs its programmes in 14 countries worldwide through eight regional offices (VECOs) in Africa, Asia and Latin-America. In our office in Leuven (Belgium) about 45 staff are working full time or part time.

We actively invest in working with young people in our organisation. This is a way to bring creativity, up-to-date knowledge and tools into the organisation. Vredeseilanden wants to give young people a firm and clear place in the organisation. So far we:

- work with a network of 300 volunteers in Belgium throughout the year

- annually offer at least 3 internships in different departments at our head office in Belgium

- closely work with the KHLeuven and other higher education schools to offer at least 6 internships abroad per year

- and we are actively involved in the junior program of BTC (Belgian Technical Cooperation, the bilateral development aid institution in Belgium)

We have a strong focus on networks in Africa, Latin America, Asia and Belgium. EVS gives us the chance to also bring in a European link. As a Host Organisation we hope we can offer interesting learning opportunities for young people from all over Europe and give them a chance to get to know the reality of development cooperation.

Sector of the organization: sustainability – human rights

Location of the project:

The volunteer will be based in the head office of the international NGO Vredeseilanden. This office is located in the city center of Leuven, (Belgium), a well known university town in the Dutch speaking part of Belgium. The University is one of the oldest universities in the world. Leuven has approximately 90,000 inhabitants. Add to these the 35,000 post-secondary and 11,000 secondary school students and it should come as no surprise that the streets are filled with young faces and that the city lives at a student's rhythm: hectic weeks at the beginning of the academic year and relative calm during vacation and examination periods.

From Leuven there are easy train connections to Brussels (about 20min) and other Belgian cities, which makes it easy to travel.

Office environment:

About 45 staff of all ages are working in the Vredeseilanden office, that was renovated to turn it into a really sustainable and cosy office. From this place the Vredeseilanden programmes all over the world are coordinated. Staff and volunteers also organise a lot of activities and events all over Flanders, and surely the volunteer can be involved in these activities as well.

Some staff are working full time, others part time, and those who live quite far from the office work 1 or 2 days from home. So we definitely have space for an extra volunteer

Benefit from the volunteer:

Tasks of the volunteer:

Vredeseilanden/VECO supports farmers and their organisations in various product chains (rice, cocoa, vegetables…). In 2016 we assessed the impact of our programmes, to check whether our interventions have the desired effect (did farmers’ livelihoods really improve? became their organisations stronger?), and to learn where we failed and need to adapt our approach. We’d like to translate these insights in different summary documents and print publications. The EVS volunteer can play an active role in developing these publications, thus he/she will also get a good view of what development projects are about. We count on the volunteers eagerness, excellent knowlegde of English, creativity and editorial skills to make these publications.

VECO has an international website [www.veco-ngo.org](http://www.veco-ngo.org), and we could use some help in updating it regularily and send out e-newsletters. For this, the volunteer will work with communication officers worldwide.

VECO is always looking for funds to execute its programmes. Our fundraising colleagues would like to work with an EVS volunteer to search for new funding opportunities (via international foundations, neworks,…). Based on existing concept notes for new programmes and disucussions with colleagues worldwide, the volunteer can help us to screen possible new donors.

Apart from these three main tasks, we can also involve the volunteer in other activities, like fundraising events, or preparing presentations at head office, according to his/her talents and interest, so that she/he really becomes a member of the Vredeseilanden family.

Vredeseilanden will provide the necessary support and -if needed- additional training to make sure that the volunteer can perform thes tasks well.

A regular workweek is 34,5 hours from Monday to Friday. Monday 9 – 17.00 and Tuesday to Friday 9 – 14.00, with half an hour lunch break.

A workweek of the EVS volunteer will consist of a combination of tasks

* make different attractive communication materials based on our impact evaluations (text, infographics, creative presentations…): 35%
* prospecting new donors: 35%
* send out newsletters: 5 %
* translation and editing of texts for website: 20%
* other support activities: 5%

Occasionally, the EVS volunteer will need to work evenings or weekends (eg certain fundraising events).

The volunteer will get 2 days off each month. The volunteer needs to inform the project about the exact dates that he/she would like to take off. He/she should also take in account the dates of special activities of the project

The coordinating host organisation AFS will organise a host family stay and language courses. The volunteer will receive 30 hours of Dutch lesson spread over the 8 or 10 first weeks of the project.

Specific skills volunteer should have:

For Vredeseilanden it’s important that the volunteer first of all has affinity with the mission and values of the organisation, acts with integrity, respects others, is willing to learn and integrate in the team. We expect a creative person who is interested in communication. As the core tasks are related to our website and international publications, a excellent knowledge of English is important. As we are working in the field of sustainable agriculture and food, the volunteer has to be passionate about these themes.

Level of language skills: excellent knowledge of English