

**CALL FOR APPLICATIONS FOR A SERVICE PROVIDER :**

**Volunteering Development Officer**

## CONTEXT

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### **About France Volontaires**

Created in 2009, France Volontaires (FV) is the French platform for international exchange and solidarity volunteering. Operated by the Ministry of Europe and Foreign Affairs, it brings together the State, local authorities, and associations around a mission of general interest: the development and promotion of international volunteering for exchange and solidarity. The platform relies on a presence in France (mainland and overseas territories) and on a Volunteering Centers Network in Africa, the Middle East, the Indian Ocean, Asia, the Pacific, the Caribbean and Latin America.)

### **Volunteering Centers' Network**

France Volontaires' international network is based on a Volunteering Centers' Network, which serve as a representation of France Volontaires in the partner country and as a resource and support center for volunteers. The Volunteering Centers are run by a team of three people: a national representative, a volunteering development officer, and an international solidarity volunteer.

France Volontaires is currently present in more than 50 countries in Africa, Asia, Latin America, and the Middle East, notably through its 25 Volunteering Centers.

The Volunteering Center is a physical and virtual space, a friendly place to meet, exchange, train, inform and share experiences for all national and international volunteering actors. It organizes actions aimed at:

- Promote the different forms of volunteering (organization of specific communication actions, information of actors, missions in the region),
- Strengthen the skills of actors (training, organization of thematic workshops),
- Helping volunteers to better understand their social, political, and cultural environment.

It also responds to requests from actors concerning the definition and implementation of their volunteering projects: building a mission, identifying a host structure, a sending structure, or a candidate, accompanying the volunteer throughout the mission, etc.

### **France Volontaires in India**

France Volontaires – India helps volunteers in their finding the right volunteership programs and helps them, amongst other things, during the entire administrative process as well as with other issues linked to their life as a volunteer in India. Our India head-office is situated at the French Institute of India, New Delhi, and functions in tandem with a dedicated team based at the Volunteering Centre of Pondicherry to develop volunteering missions in collaboration with member organizations.

Functional since 2014, the Volunteering Centre – India is situated in Pondicherry and it aims to create trustworthy partnerships with local organizations in India, and, at the same time welcomes volunteers and provides them with all necessary assistance and information so that they can function in a smooth manner in the country. France Volontaires – India facilitates the integration and adaptation of volunteers in India.

## MAIN TASKS AND ACTIVITIES

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Under the hierarchical responsibility of the National Representative and in charge of the Volunteering Centre, the Volunteering Development Officer oversees running the Volunteering Centre in the India by implementing actions to support and promote French volunteering in its various forms and volunteering in general.

The CADV is responsible for coordinating and supporting the actors of volunteering, coordinating the activities of the Volunteering Center, facilitating the integration of all the volunteers, and monitoring the international solidarity work camps.

### **Facilitating and supporting those involved in volunteering (candidates, volunteers, host and sending organizations)**

- To welcome and respond to enquiries from volunteer stakeholders in person, by telephone and online.
- Identify newly arrived volunteers and host structures.
- Putting in contact candidates for volunteering, host structures and/or sending structures.
- Organize training modules or methodological support in the framework of volunteering projects.
- Set up and lead series of exchange of experiences useful to the actors.
- Accomplish monitoring tool and produce reports and analyses.

### **Coordinate the animation and promote the activities of the Volunteering Center to the actors of volunteering**

- Identify and analyze the needs of volunteer stakeholders.
- Build the EV program of activities in dialogue with stakeholders.
- Propose a range of specific EV services or actions.
- Organize communication around EV activities.
- Contribute to the organization and mobilization of resources for French Volunteering Day (FVD) events.
- Monitor and disseminate information useful to the network's actors.
- Write periodic reports or activity reports.

### **Facilitate the integration of all volunteers and monitor international solidarity work camps**

- Welcoming and accompanying volunteers in accordance with the guidelines.
- Facilitating the organization of international solidarity work camps and strengthen the capacities of the actors involved.
- Carrying out visits to the workcamps and carry out an assessment and analysis of the dynamics.

Non-exhaustive list of activities and tasks.

## REQUIRED PROFILE

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- **Training**
  - Higher education in international project coordination, social sciences and relevant fields
- **Expérience**
  - Preferably with 3 to 5 years of experience in leading networks of actors in the local or international associative environment, preferably in international solidarity and in a multicultural context.
- **Skills**
  - Knowledge of international volunteering
  - Knowledge of the methods and tools for animating a network of actors
  - Creativity
  - Articulate with good interpersonal skill
  - Proficiency of office automation and collaborative tools
  - Perfect command of English
  - Knowledge of Basic French
- **Job performance indicators**
  - Compliance with deadlines
  - Number of requests processed
  - Quantity and quality of actions carried out
  - Attendance at the EV
  - Number of supports to member organizations
  - Quantity and quality of international volunteering missions created.

## STATUTORY CONDITIONS

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- Job based in Puducherry
- Some national and international travel to be expected
- Contract for a service provider until 31/12/2023, the contractor must be in compliance with Indian law
- Monthly pay between 675 Euro- 800 Euro depending on the profile
- 100% health and welfare cover for the employee and his/her dependents

Desired start date: 2 May 2023

## APPLICATION PROCESS

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Send CV and Cover Letter to National Representative of France Volontaires in India : yasar.ahmad@france-volontaires.org, copy pierre.soetard@france-volontaires.org  
Please mention the subject « RECRUTEMENT CADV INDIA » in your e-mail  
Applications must be sent on or before March 26, 2023