



## European Humanitarian Volunteer Programme – Call for logistics volunteers

September 2011 to September 2012 - Information Pack

### What is the European Humanitarian Volunteer Programme?

The European Humanitarian Volunteer Programme is a new project being launched in June 2011 to build humanitarian talent, capacity and European solidarity. It forms part of the pilot projects being part-funded by the European Union to contribute to the establishment of a European Voluntary Humanitarian Aid Corps (EVHAC) as enshrined in the Lisbon Treaty. See the following link for more information on the EVHAC: [http://ec.europa.eu/echo/policies/evhac\\_en.htm](http://ec.europa.eu/echo/policies/evhac_en.htm)

The one year programme combines structured, sector-leading training workshops and self-study with coached field deployments and provides a unique opportunity for Europeans to effectively contribute to international humanitarian programmes and gain experience in the humanitarian sector.

### Which organisations are involved?

Save the Children UK is managing the programme in coordination with Bioforce and NOHA (Network of Humanitarian Assistance) International Association of Universities and with input from Save the Children Denmark, Johanniter Germany and Caritas Czech Republic. Deployments as part of the programme will be within a humanitarian context with Save the Children UK, Save the Children Denmark, Johanniter Germany or Caritas Czech Republic. Other organisations may also choose to join the project and host volunteers at a later date.

The European Commission (DG ECHO) is funding a large part of the project.

### Who can apply to be a European Humanitarian volunteer?

Anyone with European citizenship who meets the essential criteria outlined at the end of this information pack can apply for the European Humanitarian Volunteer Programme. We particularly welcome applications from candidates from new EU Member States.

### What are the core components of the programme?

The programme comprises of two Levels:

Level 1 (recruiting 20 volunteers at this level):

- Aimed at: candidates who have some limited overseas experience, demonstrable commitment to the humanitarian sector and possess the right attitude and behaviour to work in humanitarian contexts and to develop a career in the sector (see the section at the end of this information pack for details of the selection criteria)
- One year programme
- Two overseas deployments of 4-5 months each
- Humanitarian professional as a coach in each placement to facilitate experiential learning
- Full learning and development programme consisting of three stages of training at the beginning, middle and end of the year

Level 2 (recruiting 10 volunteers at this level):

- Aimed at: candidates who have already completed a **NOHA Masters or Bioforce** accredited training programme. They must also have some limited overseas experience, demonstrable commitment to the humanitarian sector and possess the right attitude and behaviour to work in humanitarian contexts and to develop a career in the sector (see the section at the end of this information pack for details of the selection criteria)
- One year programme
- One overseas deployment of 9-10 months
- Humanitarian professional as a coach in each placement to facilitate experiential learning
- Learning and development programme consisting of training at the beginning and end of the year – to reflect prior learning from NOHA or Bioforce course

Within these two levels there are two project streams, which will affect the type of training volunteers receive, the focus of their deployments and the kind of roles they will be able to apply for upon completion of the programme.

Stream 1: Project Officer – generalist humanitarian operational management skills  
Stream 2: Logistics Officer – humanitarian logistics skills

**We are now recruiting for 15 Logistics Officers Level 1 & 2.** Candidates must specify which Level they are applying for during the online application process.

We are recruiting 30 volunteers in total:

- 15 Stream 1 Project Officers (10 at Level 1 & 5 at Level 2)
- 15 Stream 2 Logistics Officers (10 at Level 1 & 5 at Level 2)

### What training & learning opportunities are provided?

Extensive, sector-leading training is provided during the one-year programme through a combination of structured training courses, self-study and learning-by-doing during placements with humanitarian agencies. The training will be tailored to the specific Level and Stream that volunteers are recruited into and will be provided by Save the Children UK, Bioforce and NOHA.

All European Humanitarian Volunteers will participate in the Emergency Foundation Course at the beginning of the programme, which is a simulation-based field training exercise in a remote location with very basic conditions, similar to those you would

find in humanitarian contexts. It will include first aid and security training for hostile environments. Volunteers will be expected to successfully complete this training in order to continue with the full one-year programme.

Learning and development will be tracked throughout the year against the core humanitarian competencies developed as part of the Consortium of British Humanitarian Agencies (CBHA) project, which have been agreed by 15 agencies.

During deployments volunteers will be assigned a coach, who is a humanitarian professional based within the host programme, who will support their learning and development and provide expert advice.

### Do European Humanitarian Volunteers get paid?

During the 12 month programme, volunteers will receive a monthly allowance to assist them meet basic expenses. It should be noted that this is a volunteer allowance and is not expected to cover all living costs of the volunteer. However, training, insurance, transport and accommodation costs will be covered as part of the programme.

### Where will European Humanitarian volunteers be deployed?

Volunteers could be deployed to a range of humanitarian contexts globally and will mostly focus on preparedness and recovery activities. Placements will enable structured on-the-job learning opportunities working alongside a humanitarian professional as a coach. Deployments will be with Save the Children UK, Save the Children Denmark, Johanniter Germany, Caritas Czech Republic or another organisation who may also choose to join the project and host volunteers at a later date.

### What kind of assignments will European Humanitarian Volunteers work on?

Work assignments are agreed in consultation with the identified coach in each placement and may vary depending on the context and needs. Assignments will also vary according to whether volunteers are recruited into the Project Officer or Logistics Officer 'Stream' of the programme. They will be focused on either:

- a) Stream 1 – Project Officer: developing general humanitarian operational management skills. Assignments may include research, programme evaluation, training, proposal writing or other project-based work
- b) Stream 2 - Logistics Officer: developing humanitarian logistics skills. Assignments may include supporting the host programme's supply chain, managing equipment, offices, warehouses and vehicle fleets, collating and reconciling logistics field reports on procurement, stock, distribution, vehicles and assets

### How are volunteers assessed throughout the programme?

Assessment of EHVP volunteers will be based on:

- Progress against the CBHA core humanitarian competencies. These will be used throughout the year during deployments and training
- Completion of the Emergency Foundation Course

- Completion of all other required training courses throughout the year programme
- Performance reviews conducted with coach or line manager during placements
- Completion of a work plan and learning and development plan for each placement
- Completion of assignments during placements

### Will volunteers get paid employment upon completion of the programme?

EHVP volunteers are responsible for finding their own employment upon completion of the programme. However the programme aims to build capacity of the sector so volunteers will receive some support to help them to identify opportunities to apply for, such as sharing websites, vacancy announcements etc.

### What is the Criteria for applicants to the European Humanitarian Volunteer Programme?

An important entry requirement for EHVP volunteers is the ability to improvise and take initiative in the face of unexpected challenges. EHVP volunteers will be expected to take responsibility for their own learning and development, as well as their own personal wellbeing throughout the programme. Volunteers' ability to adapt to difficult circumstances, motivate themselves and remain positive and productive in the face of obstacles will greatly impact on the benefits they gain from their year as an EHVP volunteer and the overall success of the programme.

Volunteers need to be prepared for deployment to challenging and insecure environments, where they will be expected to work in and adapt to extremely challenging situations.

### Essential Criteria

#### Stream 2 – Logistics Officer Levels 1 & 2:

##### Knowledge, skills, experience and qualifications:

- Either a) an Undergraduate degree relevant to humanitarian operations e.g. international development or b) equivalent relevant professional experience
- Demonstrated interest in working in Logistics in the humanitarian sector
- Excellent communication and interpersonal skills
- Analytical and problem solving skills
- Solid numerical skills
- Excellent written and spoken English, including proven excellence in writing concisely and clearly for different audiences
- Experience of working successfully within a team and alone
- Experience of travelling, living or working in difficult circumstances outside of your own country, ideally in a developing or conflict-affected country
- Experience of working with/ volunteering within a non-governmental organisation
- Demonstrated interest in working in the humanitarian and development sector

## European humanitarian volunteer programme 2011

- Basic technical skills in vehicle maintenance, use of HF or VHF radio and power supply
- European citizenship

### Personal qualities:

- Commitment to humanitarian work, principles and human rights
- Respect for, and ability to work with, people of different ages, backgrounds and cultures
- Ability to take initiative and responsibility for own learning and work
- Commitment to professional and ethical humanitarian work practice
- Willingness and ability to work in insecure environments and commitment to upholding the security of self, team and beneficiaries
- Ability to manage stress and a closely linked professional and personal life

### Desirable Criteria

- Understanding of complex emergencies
- Basic budget development and financial monitoring skills
- Proposal writing for international institutional donors
- Experience of capacity building at the local level, preferably in a developing country
- Ability to work in an international language other than English (e.g. French, Spanish, Kiswahili, Arabic)

### ADDITIONAL CRITERIA FOR LEVEL 2 CANDIDATES

All of the above, plus:

- Essential: completed a NOHA Masters or Bioforce accredited training

### How do you apply?

Please apply via:

[http://www7.i-grasp.com/fe/tpl\\_savethechildren01.asp?newms=se](http://www7.i-grasp.com/fe/tpl_savethechildren01.asp?newms=se)

**Job reference number ('Ref') : 6547**

You will be asked to provide:

- **Maximum 2 page CV** (CVs longer than 2 sides of A4 will not be accepted)
- Supporting statement outlining the following in fewer than **500 words**:
  - Why you are committed to work in the humanitarian sector
  - Why you are applying for the particular programme Stream Stream 2: Logistics Officer)
  - How you meet the essential criteria
- Response to the below scenario (few than **500 words**)

### SCENARIO

Across East Africa thousands of children face starvation.

A deadly combination of drought and rising food prices have left 9 million people facing a devastating food crisis across the region. Families have lost their incomes and food supplies.

Millions of children are hungry, thirsty and desperate. They are in danger of becoming critically malnourished and, without help, many in the worst hit areas could die.

The expected rains across large areas of the region (including north east Kenya and large parts of Somalia) have failed, leading to widespread devastation of farmland, failed harvests and livestock deaths – up to 60% of cattle have perished in some areas.

- Families have lost their crops, livestock, and their food supplies. Food and water prices have soared.
- Families are struggling to get even one meal a day.
- Thousands of children across the region face starvation. And those who survive can be damaged for life by lack of food when they're little.
- Thousands of families, including around 70,000 children, have been forced to flee the drought-stricken homes to survive, with many joining overcrowded refugee camps.

As part of the logistics skills development project you are asked to deploy to support the emergency response. It is your role to support the programmes to launch their responses in Kenya, Ethiopia and Somalia. You will be required to set up the supply chain of urgently needed relief items, medical supplies and food. You will set up remote field bases and distribution points, ensuring that adequate transport is available and communications are in place to ensure safety of our teams and that the supplies get to those in need.

**Do you have the skill it takes to get the job done under these circumstances?**

**Please outline your approach and strategy response**

**What are the application and recruitment deadlines?**

- The closing date for applications is **Sunday 24 June 2011, at midnight London time**
- Shortlisted candidates will be asked to a telephone interview in the week of 1<sup>st</sup> August 2011. Final shortlisted candidates will be invited to a face-to-face interview and to take a written and finance test in the week of 15 August 2011.
- Travel costs during recruitment will **not** be reimbursed (due to funding restrictions of the programme). Skype/video conferencing calls can be arranged as an alternative.
- The programme start date is **19th September 2011**