

## Open Call: EVS volunteer – Human Resources

The Erasmus Student Network (ESN) is Europe's biggest student organisation, present in 530 local sections in 39 European countries. It was founded in 1989, with the aim to support and develop student mobility.

The international office in Brussels is **looking for an EVS\* volunteer, starting in January (ideally) and staying for 12 months** (this is negotiable). Due to the nature of the EVS programme, the candidate must be **between 17 and 30 years old and resident in either Croatia or Spain**. The volunteer will work in the field of human resources, mainly on training and development (such as with ESN's training programme [Eduk8](#)), as well as with ESN's alumni scheme.

### Terms and conditions

- EVS volunteer contract for a duration of **12 months**;
- Starting date **ideally in January** (exact date to be discussed during interview);
- **Accommodation** in Brussels is provided up to 450 EUR per month;
- **Transport costs** in Brussels are covered;
- **Insurance** is covered;
- **Pocket money** of 400 EUR per month is provided;
- **Language classes** during working hours is covered;
- **Travel costs** to Brussels from Croatia/Spain and back are covered.

### Required skills and experience

- Good written communications skills
- Experience with non-formal learning;
- Experience with projects;
- Experience in a volunteer-led organisation;
- Structured and reliable way of working;
- Experience with working with/writing/editing publications
- Knowledge of ESN is a plus;
- Experience in managing grants is a plus;

### Main tasks and responsibilities

- Support with the development of ESN's training programme Eduk8;
- Oversee some projects related to training and development;
- Manage the production of education manuals/toolkits;
- Support the development of ESN's alumni scheme and organise an event for ESN's alumni;
- Liaise with project teams in ESN;
- Assist the Board and Secretariat with other tasks that might come up;
- EVS is a learning experience for the volunteers, and they should feel free to suggest their own tasks and projects, in addition to those mentioned above.

**\*European Voluntary Service**

The European Voluntary Service (EVS) is an EU-funded programme in which volunteers from one country can go and volunteer in another.

In order to apply, please send a CV and motivation letter to [applications@esn.org](mailto:applications@esn.org) no later than **9th of November, 23:59 Brussels time**. Interviews will be held on Skype shortly after that.

Should you have any questions, please do not hesitate to contact [director@esn.org](mailto:director@esn.org).