



Youth Voluntary Work
Scheme

Managed by the
Malta Council for the Voluntary Sector
In collaboration with
Aġenzija Żgħażaġh



Youth Voluntary Work Scheme

An Opportunity for Young People and Voluntary Organisations

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Youth Voluntary Work Scheme

An Opportunity for Young People and Voluntary Organisations

1.0 Brief of the Youth Voluntary Work Scheme

1.1 Objective of the Scheme

The **Youth Voluntary Work Scheme** is intended to achieve two main goals. The first goal is to help young people improve their skills and employment prospects by giving them an opportunity to take up volunteering as part of their non-formal and informal learning process. It will also enable them to discover the value of voluntary service and helps to foster a sense of community and active citizenship. The second goal of the scheme is to support Voluntary Organisations in attracting young people to volunteering, enabling them to enhance their capacity with new volunteers and fresh ideas.

1.2 Aims of the Scheme

The specific objectives pursued by the **Youth Voluntary Work Scheme** are to:

- ❖ Promote the participation in the community as an active citizen;
- ❖ Improve the level of key competences and skills of young people, including those with fewer opportunities;
- ❖ Foster quality improvements in youth voluntary work.

1.3 Priorities of the Scheme

The following policy priorities will be pursued:

- ❖ Promoting active citizenship to young people by fostering social inclusion and the active participation of young people in society;
- ❖ Promoting young people's social inclusion and well-being, mainly through the empowerment and up skilling of young people, to combat youth unemployment;
- ❖ Raising awareness about voluntary work;
- ❖ Developing basic and transversal skills, such as entrepreneurship, working in a team and leadership skills.

2.0 Procedure of the Support for Youth Voluntary Work Scheme

2.1 Young People eligible to participate in the Scheme

This Scheme allows young people aged 17-30 to express their personal commitment through unpaid and full-time voluntary service for a period of 1 to 6 months with a local Voluntary Organisation.

Youth Volunteers are given the opportunity to contribute to the daily work of voluntary organisations according to the particular nature of the same organisation. Youth Volunteers will be allocated a monthly stipend by the Scheme which will be paid to them through the hosting Voluntary Organisation.

2.2 Voluntary Organisations eligible to participate in the Scheme

Only Voluntary Organisations enrolled with the Commissioner for Voluntary Organisations are eligible to participate and host young people under this Scheme. The hosting Voluntary Organisation is responsible for:

- ❖ Training and managing the Young Volunteers;
- ❖ Monitor and support the Youth Volunteers, especially those working in Voluntary Organisations in the areas of Health, Social and Humanitarian;
- ❖ Provide an adequate and safe working environment to Youth Volunteers according to local Health and Safety regulations and other work related legislations.

The following activities are not considered as Youth Voluntary Work Scheme:

- ❖ Unstructured activities;
- ❖ A work placement in an enterprise;
- ❖ A paid job;
- ❖ A recreation or tourist activity;
- ❖ Exploitation of a cheap workforce.

3.0 Guidelines for the Support for Youth Voluntary Work Scheme

3.1 Introduction

The *Youth Voluntary Work Scheme* aims to support Young People taking an active part in voluntary organisations. The first goal is to help young people improve their skills and employment prospects by giving them an opportunity to take up volunteering as part of their non-formal and informal learning process. It will also enable them to discover the value of voluntary service and helps to foster a sense of community and active citizenship.

The second goal of the scheme is to support Voluntary Organisations in attracting young people to volunteering, enabling them to enhance their capacity with new volunteers and fresh ideas. This guide is intended to help Voluntary Organisations obtain host accreditation for the *Youth Voluntary Work Scheme*.

3.2 What is Accreditation?

Accreditation is a requirement needed for Voluntary Organisations to host Youth Volunteers under the *Youth Voluntary Work Scheme*. It is designed to ensure consistently high standards in the Scheme and to help Youth Volunteers find placement in Voluntary Organisations and vice versa.

Accreditation is a quality assurance process facilitating communication between host Voluntary Organisation and the Scheme structures, so that all parties involved are aware of the values, objectives and rules of the Scheme. All accredited Voluntary Organisations must show they have the capacity and structure to able to engage, train, manage, monitor and support Youth Volunteers.

3.3 Who is the Accreditation for?

Accreditation is for Voluntary Organisations that want to receive Young Volunteers under this Scheme. To obtain accreditation, the Voluntary Organisation submitting the Expression of Interest must be enrolled with the Commissioner for Voluntary Organisations, and must show that it has the capacity to host volunteers. A Youth Volunteer must be hosted and give service only within the accredited host Voluntary Organisation.

3.4 Requests for Accreditation

Accreditation of the Youth Voluntary Work Scheme host Voluntary Organisations is carried out by the Malta Council for the Voluntary Sector (MCVS) in conjunction with Aġenzija Żgħażaġh (AZ) which shall together form an Evaluation Committee. The Evaluation Committee (EC) shall consist of an official from MCVS and an official from AZ. An official from MCVS shall act as Secretary to the Evaluation Committee.

3.5 Calls for Application for Host Voluntary Organisations

Calls for application for Accreditation will be issued annually for Youth Volunteer placements, where Voluntary Organisations must submit the amount of Youth Volunteers being requested and the type of voluntary work these volunteers will be engaged in.

Voluntary Organisations can submit their Accreditation Application (AA) to become Host Voluntary Organisations (Annex 1) following the official call issued by MCVS in March of each calendar year to be considered for accreditation.

Voluntary Organisation may apply to host two (2) Youth Volunteers per call. Should a Voluntary Organisation wish to host more than two (2) Youth Volunteers, they may express such interest and would be considered should there be a number of Youth Volunteers who still need placement following the take up by other Voluntary Organisations or should there be a number of Youth Volunteers who would specifically wish to work in that particular sector.

Once approved, accreditation is valid for one calendar year, though the MCVS reserves the right to revoke the accreditation during the agreed period should there be reasonable grounds to act in such a manner. On expiry, accreditation can be renewed by submitting a new application in a future call.

3.6 Issuing of Accreditation

The Evaluation Committee shall evaluate Accreditation Applications. The committee might feel the need to carry out interviews with applicant organisations, to ask for further clarification and/or suggest improvements.

Following the decision of the Evaluation Committee, MCVS shall issue accreditation as a 'host' to the Voluntary Organisation.

3.7 Requirements to apply for accreditation

Applicants must apply online on the MCVS web site:

<http://www.maltacvs.org/accreditation-to-host-youth-volunteers-under-the-youth-voluntary-work-scheme/>

Attached to the application in pdf. Voluntary Organisations must send the following documents:

- A copy of the enrollment certificate issue by the Commissioner for Voluntary Organisations;
- Copy of the last Financial report presented to the Commissioner for Voluntary Organisations.

3.8 Assessment Criteria

The Accreditation Application can only be assessed if all parts of the form have been completed correctly.

More specifically, the accreditors' assessment of an applicant Voluntary Organisation will be based on the following:

For all applicant Voluntary Organisation:

Motivation and experience, in particular:

- motivation for taking part in Scheme
- previous experience with similar placements of Young People which might be The European Voluntary Service (EVS), international projects and working with full-time volunteers

The organisation's aims, activities and capacities, in particular:

- the organisation's aims and objectives
- regular activities
- organisational and administrative capacity, particularly in order to have assurance regarding the number of volunteers the applicant Voluntary Organisation has capacity to host or coordinate at the same time

Risk, safety and well-being, in particular:

- how to prevent risks and crisis management
- how to manage conflicts and cultural shock
- how to guarantee safe working conditions

The management of volunteers, in particular:

- training and managing Young Volunteers
- monitoring, mentoring and supporting Young Volunteers, especially those working in Voluntary Organisations in the areas of Health, Social and Humanitarian Action.

Ideas for future placements, in particular:

- possible themes and activities
- relevance to YVW Scheme objectives and priorities
- inclusion of young people with fewer opportunities
- plans for evaluation during and after a placement
- ideas concerning visibility of YVW

Possible volunteer tasks, in particular:

- awareness of and ideas for well-defined tasks constituting 15 - 30 hours per week
- how to avoid job-substitution and routine tasks
- how to ensure quality task-related training and support

Learning aspects, in particular:

- familiarity with the concepts of non-formal learning
- learning opportunities offered through the service

3.9 After Accreditation

The accredited host Voluntary Organisations will be listed in the YVW database of accredited organisations in www.maltacvs.org/yvwdatabase. The database is the main tool for Youth Volunteers to find host Voluntray Organisations.

The full name and contact details of the contact person identified in the Accreditation Application form is published together with a description of the organisation, motivation and experience, and the placement environment. The contact person will also be responsible for keeping contact details up-to-date and for liaising with the MCVS.

3.10 Call for Application of Youth Volunteer Workers

Young Persons between the ages of 17-30 can apply for placement under the Youth Volunteer Worker Scheme. The placement under this Scheme shall be to undertake unpaid and full-time voluntary service for a period of 1 to 6 months with a local Voluntary Organisation.

A call for Application for Placement (Annex 3) under this Scheme for Youth Volunteers shall be issued in May of each calendar year.

Youth Volunteers are given the opportunity to choose from the approved placements provided by the Accredited Host VOs. The selection of the Youth Volunteers shall be carried out by the Evaluation Committee which will evaluate all applications according to a set of established evaluation criteria. As a result of the evaluation all applications are place in a ranking list and Youth Volunteers will be placed in their preferred VO according to the availability.

3.11 Payment Procedures

The financial assistance for the stipend under this Scheme will last for not more than six months from date of engagement of the eligible person/s with the accredited Voluntary Organisation. The Youth

Volunteers will be required to work with the organisation for either 15 hours or 30 hours weekly placements. The financial assistance given in the form of stipends is fixed at the rate of a €30.00 per week for Youth Volunteers undertaking a 15hr week placement and €60.00 per week for Youth Volunteers undertaking a 30hr week placement.

As part of the Payment Procedures, the MCVS will be responsible to:

- a) Verify the weekly attendance records that are kept by the host organisation in accordance with the Grant Agreement;
- b) On such verification MCVS shall inform the Treasury of Malta which will subsequently issue the payment due directly to the Youth Volunteer every four working weeks.

3.12 Monitoring and Evaluation

The MCVS will hold a monitoring visit, to verify compliance with conditions laid down in the YVWS Grant Agreement and Guidelines. The monitoring visit will be supported by a monitoring report and photos.

The Accredited host Voluntary Organisation accepts to participate in and contribute to monitoring and evaluation activities organised by the MCVS, as well as other persons and organisations mandated by them.

The Organisation is to submit to the MCVS a Final Report within two weeks of the end of a Youth Volunteer placement, describing the outcomes.

3.13 Information and Publicity

In order to enhance transparency regarding use of the funds, the names of the Accredited Host Voluntary Organisations and the amount of indirect funding allocated will be published electronically or otherwise.

As part of such publicity, the Accredited Host Voluntary Organisations will be obliged to fix in a prominent place a poster which will be provided by the MCVS which will specify that the entity is participating in the YVW Scheme. This poster must be so exhibited throughout the Scheme period (i.e. throughout the placement period.)

Accredited Host Voluntary Organisations must collaborate with the MCVS during the organisation of events or promotional activities, including networks and exchanges of experience.