

LONG TERM VOLUNTEERING IN COCAT

by
European Solidarity Corps
ESC



Multiplying opportunities for volunteers engagement XII

Activity dates: 01/02/2026 – 30/09/2026
(8 months)

Number of volunteers: 3

Hosting organization: COCAT

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**APPLICATIONS DEADLINE:
19/10/2025**

ABOUT COCAT

COCAT is a platform organization of international workcamp organizations in Catalonia. It gathers Catalan entities that implement activities in the social-educational field.

Our main goal is to promote international volunteering, understood as a tool for personal and community development and social transformation.

We promote international volunteering mainly in 2 ways:



- We support youngsters with **fewer opportunities** so that they can also participate in these experiences.
- We promote **sustainable practices** both in the projects in Catalonia and in the travels our volunteers do for their projects.

ESC IN COCAT

The role of the volunteers who will participate in our project will be supporting the incoming, outgoing, and ESC areas of COCAT.



Supporting the **back office work** that is done during the placement of international volunteers in Catalonia



Supporting the **back office work** that is done during the placement of Catalan volunteers who will go abroad



Supporting the **back office work** in the ESC area, fostering international mobility and long-term voluntary service opportunities

The volunteers will be promoting an international voluntary service, producing promotional material, participating in informative sessions, and updating the blog and COCAT's social networks.

They will manage mostly administrative tasks and will work in a team in COCAT's office in Barcelona.

In the next pages you will find a summary of the tasks that each volunteer will carry on during the ESC project.

INCOMING

The INTERNATIONAL volunteer will be in charge of providing support in all tasks related to the international workcamps carried out in Catalonia. From the preparation of documents before the campaign, throughout the entire process of applications, and the follow-up of necessary documents. Apart from that, the volunteer will also carry out some more transversal and personal tasks with the rest of the ESC volunteers and COCAT team.

WORKCAMPS PROGRAM

Prepare a detailed general program with all the information from the local partners and their workcamps.

This program will be provided to the international partners of the Alliance (our international network) at the grand opening.

DOCUMENTS AND INFOSHEETS

Create the infosheets (a detailed informative documents sent to the volunteers who will participate in the Catalan workcamps), **and check that we have received and sent all the necessary documents before the volunteers's departure.**

PHONE AND E-MAIL SUPPORT

The volunteer will contact other volunteers and organizations (national and international), resolving questions and supporting them, **picking up the phone, and answering emails in the office.**

PLACEMENT

Keep in touch with international organizations, mailing with the volunteers, and contact local organizations, to see which volunteers we can host during all the placement process. The volunteer will have to deal with visa, invitation letters and other documents.

FEWER OPPORTUNITIES PROJECTS

The volunteer will support the placement and promotion of the **“Beyond Borders” project**, whose main objective is to invite and host international volunteers with fewer opportunities to participate in the workcamps in Catalonia.

PROMOTION AND SOCIAL MEDIA

The volunteer will create all kinds of **promotional materials for our social media and website** to promote the Catalan workcamps projects.

TRAININGS

COCAT organizes several training sessions before the Catalan volunteer's departure. The volunteer will **organize and support the activities with the rest of the team.**

EVALUATIONS

The volunteer will go through **the evaluation forms to get to know the experiences of the international volunteers.**

OUTGOING

The INTERNATIONAL volunteer will be in charge of providing support in all tasks related to sending Catalan volunteers to international workcamps.

From the preparation of documents before the campaign, throughout the entire process of registrations, and the follow-up of necessary documents. Apart from that, the volunteer will also carry out some more transversal and personal tasks with the rest of the ESC volunteers and COCAT team.

INFORMATION

The first step for a volunteer that wants to go abroad on a work camp is to be well informed, so the first thing the outgoing ESC volunteer will do, is going to be related to **give information to volunteers, and conduct informative sessions.**

PLACEMENT

The volunteer will support the **registration process by using our database and contacting international organizations and Catalan volunteers.**

PHONE AND E-MAIL SUPPORT

The volunteer will contact **catalan volunteers and internationals organizations**, resolving questions and supporting them, **picking-up the phone and answering emails.**

DOCUMENTS AND INFOSHEETS

A big part of the outgoing work is to check that we have received and sent all the necessary documents before the departure of the volunteers.

Once they are accepted in a workcamp, we need some documents from them, such as personal information and medical sheets.

TRAININGS

COCAT organizes several training sessions before the Catalan volunteer's departure. The volunteer will **organize and support the activities with the rest of the team.**

PROMOTION AND SOCIAL MEDIA

The volunteer will create all kinds of **promotional material for our social media and website, in order to promote the international workcamps projects.**

YOUTH EXCHANGES

The volunteer will **promote the projects** and follow up with the volunteers who will participate in them, looking for a camp leader and checking all the documents required.

EVALUATIONS

The volunteer will go through **the evaluation forms to get to know the experiences of the international volunteers.**

ESC

The NATIONAL volunteer will be in charge of providing support in all tasks related to sending national volunteers to international ESC projects. Will be in charge of promoting the short and long term ESC projects and will support informative talks and personal training sessions. Apart from that, the volunteer will also carry out some more transversal and personal tasks with the rest of the ESC volunteers and COCAT team.

INFORMATION

The volunteer will prepare all the necessary information about ESC projects and share it with participants during the **informative sessions**.

TELEPHONE AND EMAIL SUPPORT

The volunteer will contact other volunteers and organizations (national and international), **resolving questions and supporting them while picking up the phone and answering emails.**

PROMOTION AND SOCIAL MEDIA

The volunteer will create all kinds of promotional material for our social media and website to promote ESC long-term/short-term international projects.

EVALUATIONS

At the end of the workcamp season is the time for evaluations, so the ESC volunteer will go through the evaluation forms to get to know the experiences of the Catalan volunteers in the international projects.

SUPPORT ESC-LONG TERM PLACEMENT

The volunteer will do the promotion about **long-term volunteering projects**. Will be responsible for **disseminating through the website and social networks of COCAT, about vacant projects of international organizations.**

SUPPORT ESC-SHORT TERM PLACEMENT

The ESC volunteer will support the registration process and placement of Catalan volunteers to the volunteering teams projects, using our database and contacting international organizations.

The volunteer will control all the documents from the volunteers related to their participation in the short-term ESC workcamps.

PRE-DEPARTURE TRAININGS

COCAT organizes several training sessions before the volunteer's departure. We expect the ESC volunteer to **organize and support the pre-departure trainings** for the long-term volunteers and also for the short-term projects with the rest of the team.

COMMON PARTS OF THE PROJECT

COMMUNICATION TASKS

Producing promotion material in social media and COCAT's website. The volunteers will update the social networks and help edit and publish COCAT's newsletter and volunteers blog.



INFORMATIVE SESSIONS

Volunteers will help organize informative sessions for Catalan youth about workcamps, ESC long- and short-term projects, youth exchanges, group projects, and medium or long-term volunteering, all aimed at promoting volunteering.



POST-CAMP ANNUAL VOLUNTEERS MEETING

Volunteers will help organize the post-camp meeting at the end of the season. This meeting brings together the volunteers who participated in projects during the year. The ESC volunteers will prepare the activities and coordinate the event.

TRAININGS

According to the ESC program, volunteers will attend the Welcome and Mid-term trainings organized by the Spanish National Agency.



PERSONAL PROJECT

Each volunteer will have the opportunity to develop a personal project in collaboration with the other ESC volunteers.

PHOTO CONTEST

The volunteers will support and coordinate with the communication team in organizing the photography contest run by COCAT at the end of the season.



PRACTICALS PARTS OF THE PROJECT

WORKING HOURS

The volunteers will come to the office from Monday until Friday, 30 hours a week.

The volunteers will have 2 consecutive days off a week.

ACCOMMODATION

Volunteers will have to look for accommodation in Barcelona (with COCAT's support if needed). Depending on the rent of the apartment, the rest of the organizational support will be given to the volunteer for **food** and **transport** arrangements.

Barcelona can sometimes feel a bit overwhelming due to its size, busy rhythm, and the high cost of living. **It is not unusual for newcomers to feel a bit lonely at first, and it's really challenging to find affordable accommodation.**

INSURANCE

The volunteers will get covered throughout the activity period by the obligatory European Solidarity Corps insurance plan (HENNER) that the European Commission set up. This coverage is only complementary to the mandatory coverage of the European Health Insurance Card (EHIC), which volunteers must obtain prior to departure.

In certain cases, when national rules deprive participants of coverage under EHIC for the duration of the project, HENNER will provide full coverage.

However, the volunteer must provide proof that obtaining the EHIC was not possible.

POCKET MONEY

Volunteers will receive pocket money for personal expenses throughout the duration of the activity, including holidays.

LANGUAGE COURSES

The volunteers will have access to EU Academy and will be encouraged to enroll in **Catalan language lessons.**

We also recommend that the participants start **practicing Spanish** prior to their arrival in Barcelona in order to get better at the language.

VOLUNTEERS PROFILE

Motivated by the volunteering and who wishes to be involved in our organization
and working in the field of inclusion and youth work

A lot of motivation to join the activity and **pro-activity**

Experience in volunteering

Strong motivation for youth **voluntary projects**

Good English level

Consciousness that the project will have a **BIG ADMINISTRATIVE** part

WILL BE POSITIVELY VALUED:

Having participated in a workcamp or in other international youth
projects (youth exchanges, training, camp leaders...)

Good Spanish knowledge

Willingness to learn Catalan and ability for foreign languages

Experience interest in **communication and social media**



HOW TO APPLY?

Please take your time and fill in **THIS FORM** online

We will **ONLY** consider candidates who **fill in the form properly**

After selection, during November 2025, we will ONLY CONTACT the pre-selected candidates