

PROJETO BEYOND NEET

INTERNAL REPORT: TRAINING FOR THE CIVIL SOCIETY ORGANIZATIONS



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Date: 20th April 2023
Venue: Tuar Ard Centre Moate, Co. Westmeath
Time: Registration 9:30am -10:00am
Training start time: 10:00am
Lunch: 1:00 – 2:00
Finish Time: 5:00 pm

Introduction:

Registration: Welcome, sign in sheet, tea, coffee & scones.

Mary Keyes Cornally welcomed all organisations to the training event.

Icebreakers: Each organisation introduced themselves & gave a 5 min presentation on their organisation.

The primary objectives of the workshop were to:

- Present the conclusions of the workshops with young Neets
- Present the findings of the Needs Assessment Survey to Civil Society Organizations
- Break the group into small Focus groups to identify of drivers and barriers to the performance of organizations (OSSA methodology)
- In large group: systematization of drivers and barriers to the performance of organizations
- Separate into groups to identify solutions to increase the performance of organizations (force field methodology);
- In one large group: systematization of solutions to increase the performance of organizations.
- Elaboration of a volunteer plan for each Civil Society Organization present
- Evaluation questionnaire.

1. Workshop Agenda:

Legal Framework: Geraldine Delaney/ Mary Keyes Cornally

A discussion and a presentation was delivered on the Legal Framework

The legal framework around youth volunteering may vary from country to country. There are some common elements and principles that tend to apply in many places. The following is the most up to date information that have.

Age Restrictions: For example, some countries may allow teenagers as young as 14 or 15 to volunteer, while others may require volunteers to be 16 or 18 years old. These age requirements are usually in place to ensure the safety and well-being of young volunteers.

Parental Consent: In cases where volunteers are minors (under 18), parental or guardian consent may be required. This consent may involve signing a waiver or agreement that outlines the terms and conditions of the volunteer work

Working Hours: Laws regarding the number of hours and times of day that young volunteers can work may exist to protect their education and well-being. For instance, restrictions on night shifts or limiting the number of hours worked per week are common.

Minimum Wage: In some jurisdictions, even volunteers are entitled to the minimum wage. This means that if a young person is volunteering in a role that would typically be paid, they may be entitled to compensation, depending on the local labour laws.

Health and Safety: There are usually health and safety regulations in place to protect all volunteers, including youth. This may involve providing appropriate training, protective gear, and ensuring a safe working environment.

Background Checks: Depending on the nature of the volunteer work, individuals working with youth or vulnerable populations may be subject to background checks to ensure they are suitable for the role.

Discrimination and Harassment: Anti-discrimination laws often apply to volunteering organizations, ensuring that youth volunteers are not subjected to discrimination or harassment based on factors like age, gender, race, religion, or disability.

Liability: There may be laws that outline the liability of both the organization and the young volunteer. These laws can dictate who is responsible in the event of an accident or injury during the volunteer work.

Privacy and Data Protection: Organizations may need to adhere to data protection laws when dealing with information related to young volunteers.

Training and Supervision: Organizations are often required to provide adequate training and supervision for young volunteers to ensure their safety and the quality of their work.

Volunteer Agreements: Many organizations require volunteers, including youth volunteers, to sign agreements that outline their roles, responsibilities, and any expectations.

Insurance: Organizations may be required to have insurance coverage that covers volunteers in case of accidents or injuries during their volunteer work

Concepts: Volunteering and Volunteer/ Mary/ Geraldine/Tracey Claffey Focus group work: Identify Barriers / Boosters - Inclusive Volunteering in Promoting Organizations Mary/Geraldine/Tracey

A short presentation was delivered on Volunteering /Volunteer.

The group went into different groups to discuss Volunteering/Volunteer

Volunteering and volunteer are concepts related to individuals who willingly offer their time, skills, and services to support a cause, organization, or community without expecting financial compensation. Here are the key concepts related to volunteering and volunteers:

1. Volunteering:

Definition: Volunteering is the act of contributing one's time, effort, expertise, or resources to help others, organizations, or causes without any monetary gain. It is typically a selfless and altruistic activity.

Motivation: Volunteers are usually driven by a desire to make a positive impact, help those in need, support a cause they are passionate about, or gain personal satisfaction from giving back to the community.

Diverse Activities: Volunteering can encompass a wide range of activities, including working with non-profit organizations, participating in community service projects, assisting during emergencies, mentoring, teaching, providing healthcare services, and more.

Duration: Volunteer commitments can vary in duration, from short-term or one-time events (e.g., helping at a charity run) to long-term, ongoing commitments (e.g., serving on a board of directors).

Sectors: Volunteers can be involved in various sectors, including social services, healthcare, education, environmental conservation, disaster relief, arts and culture, and many others.

2. **Volunteer:**

Definition: A volunteer is an individual who willingly and without compensation offers their time, skills, and services to support a specific cause, organization, or community initiative. Volunteers can be of any age and come from diverse backgrounds.

Roles: Volunteers can take on a wide range of roles, depending on their skills, interests, and the needs of the organization or cause. They may serve as mentors, tutors, caregivers, fundraisers, event coordinators, counsellors, and more.

Benefits: Volunteers often derive personal satisfaction, a sense of purpose, and a feeling of belonging from their volunteer work. It can also provide opportunities for skill development, networking, and personal growth.

Recognition: Many organizations and communities acknowledge the contributions of volunteers through awards, certificates, or public recognition to express gratitude for their dedication.

3. Volunteerism:

Definition: Volunteerism is the broader concept that encompasses the practice of volunteering and the culture of volunteer engagement within a society or community. It reflects the values and principles of giving back and social responsibility.

Community Impact: Volunteerism has the potential to create positive social, economic, and environmental impacts. It often plays a vital role in addressing societal issues, building resilient communities, and fostering social cohesion.

International Perspective: Volunteerism is not limited to a specific country or culture; it is a global phenomenon. International volunteerism involves individuals traveling to other countries to contribute to development projects or humanitarian efforts.

Exercise: 1 Focus group - Identify the barriers /booster – Inclusive Volunteering in Promoting Organisations:

The group identified the following:

1. Barriers

Time Constraints

Financial Constraints

Lack of Awareness

Transport issues

Negative past experiences

Safety Concerns

Technology/ Digital divide

Stigma

Discrimination

Age restrictions

Health

Disability

2. How organisations can help boost Volunteer participation

Create a positive and engaging environment that appeals to their interests

Identify their passions & interests

Offer a Variety of opportunities

Clear Communication

Volunteer plan

Expenses

Training

Work experience

Focus Group Work: Identify Solutions for the Implementation of Inclusive Volunteering in Promoting Organizations Mary/Geraldine/Tracey

The following feedback from the group was:

A clear plan

Training

Expenses

Work experience

Upskilling

Help with job prospects

What is expected – made clear

Volunteer Management/ Geraldine Delaney/Tracey Claffey

Preparation for the integration of Volunteers - Volunteer Plan

Group Work

A well-structured volunteer plan is essential for effectively engaging volunteers and ensuring that their contributions align with your organization's mission and goals. Here are the key components that should be included in a volunteer plan:

- **Executive Summary:**

Provide a brief overview of the volunteer plan, including its purpose, objectives, and the impact it aims to achieve.

- **Introduction to the Organization:**

Describe your organization's mission, values, history, and the broader context in which it operates. This helps volunteers understand the organization's purpose and how their contributions fit in.

- **Goals and Objectives:**

Clearly outline the specific goals and objectives you hope to achieve through volunteer engagement. Make these goals measurable and time-bound.

- **Volunteer Roles and Responsibilities:**

Detail the various volunteer roles available within your organization. Specify the responsibilities, tasks, and qualifications required for each role. Include information about the skills and competencies needed.

- **Recruitment Strategy:**

Describe your approach to recruiting volunteers. This may include outreach methods, target demographics, and partnerships with other organizations or institutions.

- **Orientation and Training:**

Explain how you will provide orientation and training to volunteers. Highlight the importance of ensuring that volunteers understand their roles and responsibilities, as well as any necessary skills or safety protocols.

- **Support and Supervision:**

Outline the support structures in place for volunteers. Include information about who will supervise and mentor them, and how they can access assistance and guidance during their service.

- **Scheduling and Time Commitment:**

Specify the expected time commitment for each volunteer role. Clearly communicate scheduling options, whether it's a one-time event, regular hours, or flexible arrangements.

- **Recognition and Appreciation:**

Describe your organization's plan for recognizing and appreciating volunteers. This may include awards, certificates, acknowledgments, or events to celebrate their contributions.

- **Communication Plan:**

Explain how you will maintain open lines of communication with volunteers. This includes regular updates, newsletters, feedback mechanisms, and a point of contact for volunteers to reach out to with questions or concerns.

- **Safety and Well-being:**

Emphasize the importance of volunteer safety and well-being. Detail safety protocols, insurance coverage (if applicable), and emergency procedures.

- **Evaluation and Feedback:**

Outline how you will evaluate the effectiveness of your volunteer program. Include mechanisms for gathering feedback from volunteers to make improvements.

- **Diversity and Inclusion:**

Address your organization's commitment to diversity and inclusion. Explain how you will ensure an inclusive and welcoming environment for volunteers from all backgrounds.

- **Legal and Ethical Considerations:**

Highlight any legal requirements or ethical considerations that volunteers need to be aware of, such as confidentiality, code of conduct, and adherence to relevant laws and regulations.

- **Budget and Resources:**

Provide information on the budget allocated for volunteer management, including expenses related to training, recognition, and support.

- **Timeline:**

Create a timeline that outlines key milestones and deadlines for implementing the volunteer plan, from recruitment and orientation to evaluation.

- **Appendix:**

Include any supplementary materials, such as forms, templates, and resources that volunteers may need to reference.

- **Contact Information:**

Provide contact details for the person or team responsible for volunteer coordination and support.

- **Approval and Sign-off:**

Include a section for organizational leaders or stakeholders to review and approve the volunteer plan.

- **Monitoring and Review:**

Explain how the volunteer plan will be monitored and periodically reviewed to ensure its effectiveness and relevance.

1. Fundraising and Recruitment of Volunteers

Group work feedback:

Shared goals and Mission Alignment

Planning events

Charity runs, auctions and cake sales etc.

Story telling & Advocacy - volunteers experience

Outreach & Networking

Cost Savings

Start, Development and Completion of Volunteering Action

1. Practical Work: Preparation of a volunteer plan

Evaluation questionnaire: Each volunteer filled out an evaluation questionnaire.

After the main agenda was delivered, the group all come together for a networking session.

The following was discussed:

Networking Opportunity:

- A networking session was Provided dedicated networking sessions to encourage collaboration and knowledge sharing among participants.
- Participants had the opportunity to connect with peers from other organizations, exchange contact information, and explore potential partnerships.
- Information was Collected & feedback from participants regarding the workshop content, organization, and overall satisfaction was talked about.
- All of the participants expressed satisfaction with the workshop, citing improved understanding of volunteer management techniques and practical strategies to implement within their organizations. Participants expressed how well informed the training session was, and they well informed about how to start and implement their volunteer training plan. They expressed great interest in attending more of these training events. They felt they learned so much from speaking to other CSO organisations. They were delighted to be able to discuss their concerns and challenges that they face every day with supporting volunteers. They felt that the session really gave them guidance and support and that the training session will guide them going forward to implement their volunteer training plans.

2. Recommendations:

- Based on participant feedback and discussions, the following recommendations are suggested for future workshops:
- Include more in-depth sessions on specific topics like volunteer screening, risk management, and more information on legal considerations.
- Offer post-workshop support and resources, such as an online platform or community, to foster continued learning and networking among participants.

- Explore the possibility of organizing advanced-level workshops tailored to specific volunteer sectors or organizational sizes.

3. Conclusion:

- All Participants were delighted with the workshop & expressed how the workshop successfully provided their organization working with volunteers with valuable insights and practical strategies to enhance their volunteer management practices & how to implement their volunteer plans successfully.
- Participants expressed how the workshop equipped them with knowledge, tools, and a network of peers to support their ongoing work with volunteers.