

FELM VOLUNTEER POSITION

<p>Title / Duration / Visa</p> <p>1-2 person(s) Archivists volunteer / 2-3 months / No visa</p> <p>FELM tutor: Hannele Tulkki-Williams</p>	<p>Partner / Location</p> <p>Location: Felm office, Dakar, Senegal</p> <p>Partner in Senegal: The Lutheran Church of Senegal (ELS) received an official status from the state of Senegal in 1987. The Church has approximately 7500 members and 13 parishes situated in the middle and north of the country. The objective of Felm's work is to strengthen the autonomy of the church and particularly its parishes as well as strengthening the principles of good governance. Felm partners with ELS in developing and strengthening the church's work with diaconia, children and youth. Furthermore, Felm enhances the strengthening of mother tongue education through pre-school and adult literacy work. The education of children and youth on the risk of marginalisation is supported, especially ensuring that children with disabilities have access to education. ELS actively promotes the skills training of young women in order to increase their livelihood. Moreover, Felm partners with ELS through a food security programme in the region of Foundiougne by promoting better livelihood, access to health services, strengthening the role of agriculture and environmental protection.</p>
<p>Objective and duties of Felm Volunteer</p> <p>For over a duration of 40 years, Felm has had work in Senegal. The Felm archives capturing the broad history of the work, will be moved from Mbour to Dakar. The duty of the volunteer is to assist the regional director review and reorganize the archives and files in Felm office in Dakar, Senegal</p>	<p>Short description of the tasks</p> <p>To go through archives and files in Senegal. Felm has one room full of old files that should be reorganized. Scanning and organising the files according to instructions.</p>

Competence / Qualifications / Language requirements:

Competence/Qualification: Meet the requirements of the Felm Volunteer program. Skills and competence in living in a different culture and work context. Task is quite simple and does not require previous experience in archiving.

Language requirements: basic English and/or French

Benefits and commitments:**Felm Senegal**

- Providing the tasks, materials and instructions for the Volunteer before volunteer period
- Felm will cover in-country expenses related to the volunteer task, such as work-related travel, sim-card and computer if necessary at work, etc.
- Advising the applicant with visa-procedures and providing Volunteer with visa invitation letter, and cover the costs if Volunteer needs extension of visa
- Providing a personal tutor and a draft program for the Volunteer period (incl. tutor discussions, starters session, mid-term discussion and evaluation session)
- Accommodation (furnished apartment or bedroom with shared kitchen and toilet)
- Introducing the Volunteer to Felm's partners work in the project areas

Felm Helsinki office

- Recruiting a suitable Felm Volunteer
- Providing the tasks, materials and instructions for the Volunteer
- Orientation session
- Feedback session
- Travel insurance
- Criminal records extract for volunteering if tasks include working with children
- Small reimbursement of expenses

Felm Volunteer

- Following the FELM Volunteer agreement and its guidelines
- Following the Code of Conduct and Safety Instructions of LWF and tutor's instructions in destination
- Purchasing his/her own travel tickets from Finland to the country of placement and visa
- Obtaining a health certificate before departure
- Taking care of all personal expenses and arrangements other than mentioned above (Volunteers are responsible for their own international airfare, first visa, baggage insurance, not work related travel, food, laundry and other personal expenses)
- Commitment to provide feedback

- Commitment to take part in parish visits after returning to Finland (organizing by Felm)

Lähde liikkeelle or Min Mission –course is a prerequisite for applying to Felm Volunteer tasks.
Full-time students attending the Felm Volunteer program are eligible for trainee status.