



Managed by the  
**Malta Council for the Voluntary Sector**



**Youth Voluntary Service – Local Programme**  
*A bridge between Voluntary Organisations and Youths*

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## Youth Voluntary Service - Local Programme

### *A bridge between Voluntary Organisations and Youths*

## 1 Aims, Objectives, and Priorities of the Programme

The **Youth Voluntary Service** is intended to assist Youth Volunteers and Youth Voluntary Organisations with an allocated fund of €50,000.00 to support local Youth voluntary work. Youth Voluntary Service programme has the following objectives:

- ❖ Promotion of youth participation within the community.
- ❖ Promotion of social inclusion and well-being to combat youth unemployment.
- ❖ To improve the level of key competences and skills of young people, including those with fewer opportunities.
- ❖ Foster quality improvements in youth voluntary work.
- ❖ Provision of resources such as financial support, emotional support and self-development tutoring to youth volunteers.
- ❖ Promotion of informal and non-formal learning processes.
- ❖ Raise awareness with regards the impact and value of voluntary service.
- ❖ Support the development of basic and transversal skills, such as entrepreneurship, working in a team and leadership skills.
- ❖ Promotion of the values of inclusion and tolerance among young people.

## 2 Participant Eligibility Requirements

### 2.1 Voluntary Organisations' Eligibility

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

- ❖ Training and managing the Youth Volunteers.
- ❖ Setting up a specific tasks and activities on which the volunteer shall work on.
- ❖ Monitoring and supporting the Youth Volunteers.
- ❖ Providing an adequate and safe environment to Youth Volunteers according to local Health and Safety regulations and other work-related legislations.
- ❖ To supervise volunteers under the legal age throughout their work at the voluntary organisation.
- ❖ To Send the attendance sheets, monthly reports, and monthly tasks of its youth volunteers in a timely manner as requested by MCVS officers.
- ❖ To ensure attendance of the youth volunteers within the J.O.Y.S. programme as part of their YVS placement.

## 2.2 Youth Volunteers' Eligibility

Youth volunteers eligible for the Youth Voluntary Service programme are:

- ❖ between the ages of 16-30 (or 15 years and have completed fifth form / secondary school)
- ❖ Maltese nationals or Maltese residents.

Volunteers which will be bridged to the host voluntary organisation will fall within these identified parameters.

## 3 Programme Procedure

**Step 1.** Submission of Host Application by the Voluntary Organisation.

**Step 2.** The Host Application is assessed and verified for approval.

**Step 4.** Upon approval of application, accreditation is rewarded, and the Host Contract is signed by MCVS and the VO.

**Step 5. Outreach:** A call for volunteers is issued on social media and sent to prospective youth volunteers.

**Step 6. Bridging:** Prospective volunteers sit for a meeting with the Host VO and are interviewed for selection.

**Step 7.** VO and selected volunteers sit for online meeting with MCVS.

**Step 8.** Submission of monthly reports, monthly tasks, and attendances are submitted by VO every month.

**Step 9.** Stipend is remunerated monthly.

### 3.1 Submission of Host Application by the Voluntary Organisation

Voluntary Organisations are to submit a Host Application on this [link](#). The Host Application can be submitted at any point in time as the call is open from January to December.

The Host Application includes:

- ❖ A description of the project or task to be given to the volunteers.
- ❖ A description of the benefits of the project for youth volunteers.
- ❖ A description of the intended training and monitoring of the youth volunteers.
- ❖ A description of the experience of the Voluntary Organisation with hosting youth volunteers.
- ❖ A description of the risk management and safety precautions of the Voluntary Organisation.
- ❖ The date of commencement and end of the project.

Host Voluntary Organisation applications for hosting volunteers for local placements must be submitted **at least one (1) calendar month prior to the desired placement starting date**, however, it cannot be guaranteed that youths will be bridged to the voluntary organisations within one month.

The description of the tasks and scheme of work of youth volunteers should be written in a clear and captivating manner as this part of the application will be visible to prospective volunteers. This will determine how attractive your VO is compared to other VOs in the Host database, and will ultimately affect the number of interested youth.

Once approved, accreditation is valid for 12 months, though the Malta Council for the Voluntary Sector reserves the right to revoke the accreditation during the agreed period should there be reasonable grounds to act in such a manner. An accredited Host Voluntary Organisation must renew its interest to participate in the Programme once accreditation period has expired.

### **3.2 Ineligible items under the programme**

The following activities are not considered as eligible activities under the Youth Voluntary Service:

- ❖ Unstructured activities
- ❖ Administrative work
- ❖ Normal activities undertaken by the VO which are not specifically intended for young people.
- ❖ A work placement in an enterprise.
- ❖ A paid job.
- ❖ A recreation or tourist activity.
- ❖ Exploitation of a cheap workforce.

An application will be deemed automatically ineligible in the case any of these items are included in the host application.

### **3.3 Assessment Criteria**

The evaluation shall be carried out by the Malta Council for the Voluntary Sector Evaluation Committee which shall assess the Local Host Application, based on the following:

- ❖ Motivation and experience in hosting volunteers.
- ❖ The organisation's aims, activities and capacities for the youth placement.
- ❖ Risk, safety and well-being procedures.
- ❖ The training and management of Youth Volunteers especially those working with Voluntary Organisations in the areas of Health, Social and Humanitarian Action.
- ❖ Awareness of and ideas for well-defined tasks constituting of maximum 15 hours per week, avoiding job substitution and routine tasks.
- ❖ Familiarity with the concepts of non-formal learning and learning opportunities offered through the service.

### 3.4 Accreditation

Accreditation is a requirement needed for Voluntary Organisations to host Youth Volunteers under the *Youth Voluntary Service*. Accreditation is designed to ensure consistently high standards for Host organisations participating in the Programme and to ensure Youth Volunteers find placements with reliable Voluntary Organisations.

Accreditation is given based on the assessment of the host application. To obtain accreditation, the Voluntary Organisation submitting the relevant application, must show that it has the capacity to host volunteers. A Youth Volunteer participating in the Youth voluntary service may only be hosted by an accredited host Voluntary Organisation. Host accreditation is awarded on a project by project basis. If accreditation is not given due to an unsatisfactory application, Voluntary Organisations will be informed and guided accordingly. VOs which have not been granted accreditation, may resubmit application at any point. Host organisations who have been granted approval of their host application, will hold accreditation for a 12 month period. Start date of accreditation is indicated in the host contract which needs to be signed by all host voluntary organisations part of the Youth Voluntary Service.

### 3.5 Host Contract

Voluntary Organisations will be asked to sign a contract including the following clauses:

- ❖ The duration of the placement
- ❖ Accountability, Duties & Responsibilities
- ❖ Remuneration of Youth Volunteer
- ❖ Hours of Work
- ❖ Training/Events
- ❖ Resignation or Termination Contract
- ❖ Confidentiality
- ❖ Ineligible Activities
- ❖ Reporting Obligations
- ❖ Monitoring and Evaluation
- ❖ Information and Publicity

Once the contract is signed, a voluntary organisation is identified as a Host VO and can host youth volunteers within the programme.

## 4 Youth Volunteer Outreach and matching

The accredited Host Voluntary Organisations will be listed in the Youth Voluntary Service Host database on the website. The database is the main tool for Youth Volunteers to find Host Voluntary Organisations. MCVS will commit to bridge the appropriate youth volunteers to Host Voluntary Organisations

The full name and contact details of the contact person identified in the Local Host Application form is published together with a description of the organisation, motivation and experience, and the placement environment. The VO shall identify the skills required for volunteers to participate in its projects. The contact person will also be responsible for keeping contact details up-to-date and for liaising with MCVS.

MCVS will also issue calls on social media upon request in order to bridge adequate youth volunteers to the Host Organisations.

#### **4.1 The Bridging Process**

Once prospective youth volunteers have been identified as a match to a host Voluntary Organisation, volunteer and voluntary organisation are required to meet for an introduction meeting. The host voluntary organisation is asked to confirm with MCVs whether the bridging was successful. VOs and volunteers which have been bridged successfully will move forward to an additional meeting with MCVS to discuss programme responsibilities and processes.

#### **4.2 The Youth Contract**

Once the youth has been successfully bridged;

a. The youth is to sign a contract establishing the:

- ❖ The duration of the placement
- ❖ Accountability, Duties & Responsibilities
- ❖ Remuneration of Youth Volunteer
- ❖ Hours of Work
- ❖ Training/Events
- ❖ Resignation or Termination Contract
- ❖ Confidentiality
- ❖ Bank Details

b. A pre-placement meeting will be held between a representative of the Host Organisation, the youth volunteer, and an MCVS official to discuss programme responsibilities and processes.

### **5 Placement Details**

It is suggested that Voluntary Organisations host up to four (4) Youth Volunteers per accreditation period of 12 months. Should a Voluntary Organisation wish to host more than 4 youths, the VO may express such interest and it would be considered if there are youth volunteers who have not been

[YVS]

bridged yet, or youths who wish to volunteer in that particular sector.

The youth placements under Youth Voluntary Service programme shall consist of a minimum of one (1) month to a maximum of six (6) months service with a local Voluntary Organisation for a maximum of fifteen (15) hours per week.

In cases related to :

- persons at risk of social exclusion
- persons with societal challenges
- persons with physical disabilities/conditions
- persons with mental disabilities/conditions

the maximum placement duration may be extended up to twelve (12) months and the hours per week may be extended to thirty (30) hours.

## 6 Monthly Reporting

**Host Organisations** are to collect and send a number of monthly documents to MCVS for monitoring purposes. These required documents are further explained below:

- Monthly Attendance sheets  
**Youth volunteers** are to fill this document including the voluntary hours as well as a short description of their activities. The sheet is to be signed by youth volunteers and endorsed by the Host VO.
- Monthly Report  
**Host Organisations** are to prepare a Monthly Report describing the personal progression and development of the youth volunteers.
- Youth Volunteer Journal – Task Completion  
**Youth volunteers** are also asked to complete one task per month from the **Youth Volunteer Journal**. Completed tasks are to be sent by email by the Host VO together with the Monthly Report and Weekly attendance sheets in the form of PDF documents, word documents or links.

All these three documents need to be submitted to MCVS every month in a timely manner for the stipend to be issued. Late submissions of attendances and reports are a violation of the Host Contract and hence MCVS are in no obligation to process late submissions.

## 7 Payment Procedures

Youth Volunteers will be allocated a monthly stipend by the Youth voluntary service programme which will be paid to them directly by the Malta Council for the Voluntary Sector. The financial assistance given



is fixed at a rate of €3.50 per hour to a maximum of €52.50 per week. The Youth Volunteers will undertake a maximum of 15-hours per week with the Voluntary Organisation for the duration of the placement as per youth contract.

As part of the payment procedures, the Malta Council for the Voluntary Sector will be responsible to:

- a) Verify that tasks from the **Youth Volunteer Journal**, Monthly Attendance Sheets, and Monthly Reports have been completed and sent by the host Voluntary Organisation as per clause in the Local Host Contract for the issuing of monthly payments. These documents must be submitted by the end of every month as per the request of the MCVS officer.
- b) On satisfactory verification, MCVS shall issue the payment due directly to the Youth Volunteer. Payment happens **one month in arrears**.

***Payment shall not be undertaken by MCVS in the absence of required reports stated in Article 6.***

## 8 J.O.Y.S. Programme

In attempt to better support the development and growth of youth volunteers in Malta, a self-development programme for the youths was developed. The Youth Voluntary Service programme will be part of the project of the European Civic Service in Malta – a project led by The Collective for a European Civic Service, with whom MCVS is collaborating as a partnering organisation.

The objectives of this holistic youth voluntary support programme are to:

- ❖ Support youth self-development and acquisition of skills;
- ❖ Instil values of self-awareness, respect and general well-being amongst youths;
- ❖ Promote cooperation, networking, peer sharing and active collaboration amongst Maltese volunteers and European Youth volunteers;
- ❖ Promote diversity of cultural expressions amongst Maltese and European Youth volunteers;
- ❖ Instil the European value of volunteering and solidarity and train youth volunteers about European democratic and active citizenships;
- ❖ To promote the participation of Maltese volunteers in European Programme.

The self-development programme consists of different resources including;

- **My Journey – a 31-day self-development Journal:**  
This Journal will be provided to all youths participating in the programme. This book provides self-development tools, resources as well as activities which youths can make use of in their personal time.
- **Mentoring: -**  
MCVS Mentors will be able to provide casual mentoring to youths in the J.O.Y.S. Programme upon request.
- **Monthly self-development workshops;**

- ❖ Topics that are discussed include; Friendship and connections, Self-discovery and self-acceptance, Mindfulness, Mental health and more subjects pertaining to self-awareness.
- ❖ This self-development programme and resources will be available for free for all youth volunteers.
- ❖ Once every trimester a day event is hosted instead of a workshop

***Youth Volunteers are to attend a minimum of 50% of the J.O.Y.S. sessions.***

## **9 Monitoring and Evaluation**

The Malta Council for the Voluntary Sector shall hold monitoring visits, to verify compliance with conditions laid down in the Youth Voluntary Service Contract. 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 MCVS as well as other persons and organisations mandated by them.

## **10 Information and Publicity**

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 MCVS which will specify that the entity is participating in the Youth Voluntary Service. This poster must be so exhibited throughout the placement period and/or shared by the Voluntary Organisation on their social media.

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

### **More Information**

For any queries or more information, kindly contact Ms Elisabeth Grima on 22481137 or email on [elisabeth.grima@gov.mt](mailto:elisabeth.grima@gov.mt)