

**The Human Resource Development Centre (HRDC) as the Bulgarian National Agency for the Erasmus+ and European Solidarity Corps programmes of the European Commission (EC)**

Organises the following

**Open call for trainers in the field Youth**

The Erasmus+ and European Solidarity Corps programmes National Agencies organise on a regular basis events, forming the Training and Evaluation Cycle (TEC) in the field of youth. These events have a concrete format and fall into one of the following categories:

- On-arrival training for participants (volunteers, trainees, employees) funded under one of the programmes' actions;
- Mid-term evaluation for participants funded under one of the programmes' actions;
- Annual meeting of the Bulgarian participants who finished their activities under one of the programmes' actions.

The HRDC establishes and maintains a database of active trainers in the Youth field. On average, throughout the year the National Agency organises 6 events of different types for which it publishes specific calls for trainers from the database. The logistics of the events are HRDC's responsibility.

With regard to the launch of the decentralised phase of the European Solidarity Corps Programme in 2018, as well as to the existing needs in the Youth field of the Erasmus+ Programme, HRDC will re-establish its trainers' database. Those currently forming part of the database should also apply to take part in the open call.

Roles and responsibilities of the trainer:

- Prepares the content of the given training for which s/he is selected to deliver. The content is coordinated with the National Agency prior to the training. In its preparation, the trainer is guided by the minimum quality standards provided by the EC.
- Delivers the training in cooperation with other trainer (s). In his/her work, the trainer provides all necessary information to the participants in the given event. S/he is responsible for the smooth conduct of the training programme. If necessary, s/he provides administrative support to the National Agency.

- Summarizes and reports on the event. S/he is also responsible for collecting feedback from the participants. If necessary, s/he provides administrative support to the National Agency.
- Collaborates with the National Agency and with other trainers from the data base in order to increase his/her qualification, present new training methods, etc. S/he makes suggestions to the National Agency for conducting own-designed trainings or modules. Takes part in international training sessions at the invitation of the National Agency.

#### Required qualifications, skills and expertise of the trainer:

- Experience in the field of informal learning as a youth worker;
- Experience in the field of volunteering as volunteer/coordinator/mentor within the European Voluntary Service (EVS) or as an employee of an Erasmus+ National Agency in the Youth field;
- Level B2 (written and spoken) in English, supported by a certificate or a diploma;
- Microsoft Office skills (Word, Excel, Powerpoint);
- Excellent presentation skills;
- Teamwork skills and individual work;
- Conflict resolution skills.

#### Desired qualifications, skills and expertise of the trainer:

- International experience (educational exchange, internship, work in another country);
- Acquired trainer/coach/lecturer skills supported by certificates or diplomas;
- Personal development plan by the end of 2020;
- Proven participation in Transnational Cooperation Activities (TCA) in the Youth field of the Erasmus+ Programme;
- Level C1 (written and spoken) in English, supported by a certificate or a diploma;
- Participation in the development of methodologies for youth work.

#### Work conditions:

- Approved candidates will be included in the trainers' database for the Training and Evaluation Cycle in the Youth field;
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- The National Agency invites all trainers to participate in the delivery of each training;
- A contract with the following basic parameters is signed with the selected trainers for the given event:
  - Daily rate of 150 EUR (gross);
  - Duration of the on-arrival training of participants – 1 working day for preparation + 5 working days for the training + 1 working day for reporting;
  - Duration of the mid-term evaluation event – 1 working day for preparation + 4 working days for the training + 1 working day for reporting;
  - Duration of the annual meeting of the Bulgarian participants – 1 working day for preparation + 1 working days for the training + 1 working day for reporting;
  - Travel expenses from the place of residence to the place where the training takes place are covered (including international transport).

Required application documents:

- Curriculum vitae (CV) in Europass format;
- Cover letter (in English) in Europass format;
- A certificate / diploma certifying the level of English proficiency;
- Proof of the experience in the field of volunteering as volunteer/coordinator/mentor within the European Voluntary Service (EVS) or as an employee of an Erasmus+ National Agency in the Youth field;
- If applicable, other documents proving international experience, publications, etc.

All documents should be sent by mail to the following address:

**Human Resource Development Centre**  
**Bulgaria, Sofia 1000, Graf Ignatiev 15, Floor 3**  
**Youth Activities Unit – Open call for trainers in the field Youth**

Application deadline:

- 19 October 2018 – the postmark on the envelope applies

The selection of trainers will go through three stages:

- Eligibility check – availability of all required documents and compliance with the application requirements;

- Evaluation based on the documents of provided by the eligible applicants;
- Interview with the shortlisted candidates.

The selection results will be published:

- On the HRDC website;
- By 19 November 2018

Within 30 calendar days after publishing the official results from the various stages of the selection, candidates may object. Complaints submitted outside this deadline will not be taken into consideration.