# Offline Draft Document for In Country Application Form

Welcome to the Challenges Worldwide’s document for drafting long responses to the in country volunteer application form. This document has been designed to allow applicants to work on their application question responses offline, to then copy and paste their responses into the online application form. There are further short and multiple choice questions online.

If you require a full application form to be submitted offline, please contact your relevant in-country team, you can find these details on the online application form.

# Eligibility Criteria

Please note that the following eligibility criteria applies to volunteering with Challenges Worldwide. If you do not fit the criteria below, your application will be unsuccessful.

* Be aged between 18 and 25 for the position of Business Support Associate
* Be aged between 23 and 35 for the position of Team Leader
* Be a national of the country in which you are applying
* Be able to commit to the full three month placement, including living in the Host Home. (For full details, visit our website).

A person cannot volunteer on two ICS placements or be a Team Leader on two ICS placements. A person can volunteer on an ICS placement and then be a Team Leader on a separate placement. This is true even if placements are in different ICS agencies.

ICS is a three month commitment, where our Business Support Associates and Team Leaders are held to a strict Code of Conduct, which includes a curfew and other restrictions that can mean a different lifestyle to what they would normally have. This Code of Conduct is the same for both in country and UK participants.

The Code of Conduct falls under our Continual Assessment Policy. All of our Business Support Associates and Team Leaders are continually assessed under the following ICS Volunteer Dimensions:

• Positive and realistic commitment

• Commitment to learning

• Practical problem solving ability

• Flexibility and adaptability

• Self-assurance

• Working with others

• Sensitivity to the needs of others

All Business Support Associates and Team Leaders are expected to live in a Host Home for the entirety of the placement. Therefore, to be considered for this programme all candidates will need to be able to commit 100% of their time during the placement. Our upcoming placement dates can be found on our online application form.

We typically run three placements a year, so you can apply at a later date to be considered for a later placement.

If you have questions or concerns about any elements of the placement, please contact your in country team.

# Questions for All Applicants

## Why do you want to volunteer on the International Citizen Service programme?

Use this section to tell us what your motivations are to be involved with Challenges Worldwide's work in Private Sector Development. For more information on our work in this area, please see <http://challengesworldwide.com/get-involved/enterprise/>

## Please give details of your two most recent work or voluntary positions

Please outline the organisations, the roles, and your responsibilities in each.

## Please tell us about any further experiences relevant to Challenges Worldwide:

Use this section to outline previous work, voluntary, or education experience that you feel would put you in a good position to perform well on placement. Experiences relating to Private Sector Development or business are of particular interest but are not a prerequisite of the programme.

## Which aspects of the placement do you think you will find hardest and how will you overcome these challenges?

For example: living in a host home; working with a UK counterpart.

## Please tell us about times you have helped others in the past:

What was the situation, what was your action, what was the result?

# Questions for Team Leader Applications Only

As a Team Leader you'll offer pastoral and business support to Business Support Associates. You'll have a UK Team Leader counterpart to share responsibilities as you guide your ICS team through their placement.

There's a project management element to the role as well as being responsible for the well-being of the ICS team and doing everything you can to help Business Support Associates from different backgrounds work well together.

All Team Leaders should have:

* Experience of leading and supporting teams of people
* Strong facilitation, communication and interpersonal skills
* A clear interest in community development/international development work
* Fluent written and spoken English
* Ability to plan logically and manage a varied workload
* Ability to work flexibly and on your own initiative
* Strong organisational and time management skills

## Why do you want to be a Team Leader with Challenges Worldwide?

## Tell us about experience you have supporting and/or leading groups of people:

## Please detail other skills or experience you have that are relevant to the role of Team Leader:

# Next Steps

Copy and paste your responses into the online application form. There are further short and multiple choice questions online.

If you require a full application form to be submitted offline, please contact your relevant in-country team.

You can find these details on the online application form at <http://challengesworldwide.com/get-involved/volunteer/apply/>