

Coordination Center
German-Israeli Youth Exchange

מרכז התיאום חילופי נוער גרמניה ישראל

**Work - Con-T-Acts
Gemeinsam Arbeiten**

**Programme for job-shadowing /
Co-Working in Germany and Israel**

**An Exchange Programme
for professionals and volunteers
in youth work/youth services**

ConAct

Altes Rathaus - Markt 26
06886 Lutherstadt Wittenberg
Tel. 03491 – 42 02 60
Fax 03491 – 42 02 70
E-Mail: info@ConAct-org.de
www.ConAct-org.de

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Introduction

The political youth cooperative work between Germany and Israel is done, for the most part, through short visits. While accompanying a group on an exchange visit to the other country, including a dense program, a deeper insight into the everyday life and work routine can often not be pursued.

The new exchange programme is addressed at professionals / skilled people within the frame of youth work, youth services and youth exchange. It is meant to offer the opportunity to learn more about the field of work, about topics and structures of youth affairs in Israel and Germany. The aim of the programme is to enhance one's professional knowledge about a comparable or partner-organisation, to deepen cultural learning processes and to strengthen German-Israeli youth contacts by performing a kind of job-shadowing program during a period of 3 to 8 weeks time in the other country.

Applicants for the programme should be German or Israeli skilled voluntary or professional workers in the field of youth affairs, preferably of institutions, organisations and projects involved in youth exchange programs between both countries.

Outline of Conditions

- **Project-Partners**

In order to make use of the programme the cooperation between an Israeli and a German partner-organisation is needed to perform the frame of the job-shadowing programme. The partner-organisations/-institutions serve as the sending or the welcoming organisation for the participant/co-worker. These organisations should preferably be youth movements, youth organisations or recognized supporters of youth welfare services, which are involved in Israeli-German exchange and education projects. In special cases it could be legitimate to aim at the building of a new Israeli-German cooperation between partner-organisations by making use of the programme.

- **Participants**

Professionally skilled or voluntary involved personnel of the named organisations represent the target group for this programme. It is expected that they show a continual and high level of involvement in the organisations' activities, especially within the framework of Israeli-German exchange projects.

Participants of both countries should have a good knowledge of the English language. Knowledge of German or Hebrew / Arabic is welcome and desirable.

- **Programme Course**

The participant/co-worker will be visiting the guest country for a **minimum of 3 up to a maximum of 8 weeks**. In addition to an intensive individual preparation for the visit the hosting organisation will offer the participant/co-worker an extensive introduction into its structures and fields of work. The participant/co-worker will be accompanied throughout his/her visit by one particular contact-person of the partner-organisation for questions, needs, time-frames and work-processes.

Both the German and the Israeli partner-organisation of the certain co-working visit cooperatively develop a leading schedule for the participant/co-worker, including the following parts:

- ❖ Introduction to the structures and fields of the organisations' work and activities (concrete naming)
- ❖ Options and projects of concrete participation of the co-worker during his/her visit
- ❖ Introduction and Connecting the participant/co-worker to other institutions/organisations within the named field of work
- ❖ Opportunities / offers for cultural learning and spending free time

- **Housing**

The welcoming/hosting organisation will be taking care of finding a place to stay for the named period of the visit (e.g. a room for rent, room in an education center or alike). The housing should find itself in a manageable distance to the location of work. It should also be suitable in terms of the price and therefore be arranged in accordance with the partner-organisation and the participant/co-worker.

- **Financing**

For the co-working in Israel or Germany **€ 150,- per week** can be used for the purpose of accomodation and food. The funding will be granted following the acceptance of an application. It will be transferred to the German partner and in accordance to the mutually arranged planning be invested in the hosting (€ 80,-) & food (€ 70,-) of the participant/co-worker or given to him/her for that purpose.

In addition to that part of the travel allowances are granted to the participant/co-worker:

- for German participants: 75 % of the actual cost, but at most € 360,-
- for Israeli participants: 75 % of the actual cost, but at most € 280,-

The usage of the funds are to be given proof of after the visit of co-working.

The participant agrees to take care of an additional health insurance, valid for Germany / Israel for the time of the visit, on his/her own expenses.

- **Application Process**

The application for the funding of a job-shadow/co-working visit in Germany or Israel should be submitted to ConAct. In addition to the filled application form it should cover the following points in detail:

- Written Information about the sending organisation
(tasks, fields of work, involvement in German-Israeli youth contacts / projects)
- Written Information about the welcoming organisation
(tasks, fields of work, involvement in German-Israeli youth contacts / projects)
- A written certification of the sending organisation about the involvement of the participant in the organisations' running work & activities
- A written description of the envisioned tasks and field of participation/co-working of the guest within the hosting organisation
- A written personal application-letter by the participant
- A written curriculum vitae/resumé of the participant

Applications for the programme *Work-Con-T-Acts* can be handed to ConAct any time (by the German side). The application should at least be handed in 6 weeks before the planned visit of job-shadow/co-working.

- **Evaluation**

The participant/co-worker agrees to hand in a report reflecting upon his experiences during the co-working visit, according to the leading questions named by ConAct.

Accordingly the hosting organisation agrees to hand in a report evaluating the difficulties and successes of the job-shadow/co-working visit of the guest.

Since this co-working program forms a new program the evaluation of the first phase is considered to be of great importance in order to integrate experiences into the further development of the program.

The evaluating reports are to be handed in to ConAct two months after the end of the visit latest.

For further information or help please contact us any time.

The ConAct-Team