

LIFELONG LEARNING PROGRAMME - GRUNDTVIG ORGANISATIONS WILLING TO HOST A GRUNDTVIG ASSISTANT

HOST COUNTRY: POLAND

THIS IS AN EXPRESSION OF INTEREST FORM OF THE POLISH INSTITUTION WISHING TO HOST A GRUNDTVIG ASSISTANT IN 2012/2013.

SUBMITTED TO: ewa.orzeszko@frse.org.pl

YOUR FORM WILL BE SENT TO ALL GRUNDTVIG NATIONAL AGENCIES FOR FURTHER PUBLICATION AT FOR INSTANCE THEIR WEBSITES.

For your information:

Applicants for undertaking a Grundtvig Assistantship in 2012/2013 must indicate a host institution in their application form and prove that they have an agreement with this institution. The application deadline is **March 2012**.

Further information on Grundtvig Assistantships is available at:
<http://grundtvig.org.pl/index.php/ida/100/>

1. HOST ORGANISATION

Name of institution/organisation	"Initiative Found" Foundation		
Type of institution/organisation	NFP-NGO		
Legal Status	<input checked="" type="checkbox"/> Private	<input type="checkbox"/> Public	Size (staff) 16
Commercial Orientation	<input type="checkbox"/> Profit	<input checked="" type="checkbox"/> Non profit	Size (students) 668
Location	<input type="checkbox"/> Rural		<input checked="" type="checkbox"/> Urban
Address	Sierpińskiego 24/5		
Postcode	PL-20-448	City	Lublin
Country	POLAND		
Telephone	+48 81 532 10 30		
E-mail address	ffi@ffi.org.pl		
Website	www.ffi.org.pl		

Can your institution be easily reached by public transport?	<input checked="" type="checkbox"/> yes, by: bus, train <input type="checkbox"/> no, explain:
Can you help the Assistant to find suitable accommodation?	<input checked="" type="checkbox"/> yes, we can find accommodation and take care of the practical arrangements <input type="checkbox"/> yes, we can give information on potential accommodation, but we cannot take on any practical arrangements

2. CONTACT PERSON

(This person will supervise the Grundtvig Assistant if the application is successful)

Title	Mr	First name	Adam
Family name	Rebacz		
Department (if relevant)			
Position	Specialist		
Work Address	Narutowicza 57/4		
Postcode	20-016	City	Lublin
Country	POLAND		
E-mail address	a.rebacz@ffi.org.pl		
Telephone (optional!)	+48 81 532 10 32		

3. ORGANISATION'S PROFILE

Overview of activities provided to adult learners:

“Initiative Fund” Foundation is independent, apolitical, non-governmental organisation actively supporting with our actions the education, labour market, civil society and the rules of a democratic state of law. We promote the idea of lifelong learning, equal opportunities, personal development, vocational and social activation, entrepreneurship as well as culture and art. Our Foundation undertakes activities aiming at developing sensitivity to humanistic, pro-social and cultural values.

We are a non-profit organisation active in the field of adult education. Thus, the majority of our activities is co-financed by the European Union from the European Social Fund and encompasses trainings, conferences, workshops, social actions as well as information, promotional and publishing activities. We provide trainings for adult learners in such fields as for example international and structural project management, conducting business activity, human resources and payroll, computer accounting, ICT. Our trainings are addressed both to employees and unemployed people particularly from social disadvantaged area wishing to develop their knowledge and upgrade their skills. We are an experienced adult education provider that aims at supporting people at risk of social exclusion, enhancing their social integration, activation and self-development.

We provide legal advice free of charge for people who found themselves in a difficult economic and social situation because of their unfamiliarity with the law. The advice is being given in our

three offices located in Subcarpathian Region.

The Foundation has also engaged in international European projects within the frameworks of Lifelong Learning Programme, which are addressed at adult learners.

“Initiative Fund” Foundation is based in Lublin – the largest city of eastern Poland. Lublin Region as a rural one and also one of the poorest regions in Poland and European Union is a disadvantaged area. Nevertheless, there are five universities in Lublin, a big number of students and a rich cultural and art life. Lublin was one of five final candidates for European Capital of Culture 2016. The region with its historical heritage, cultural events and a natural environment is attractive for tourists. Moreover, a media campaign promoting values of Lublin Region “Lubelskie - Smakuj Życie” is already underway.

Adult learners with special needs or from socio-economically disadvantaged groups:

Yes No

If YES, please specify:

“Initiative Fund” Foundation is based in a disadvantaged area (rural region; one of the poorest regions of the European Union). Our institution has already implemented projects targeted at socially disadvantaged groups: the unemployed, learners at risk of social exclusion and people from rural areas, especially women. Learners with disabilities and other special needs also take part in our trainings, and they are usually treated with a priority while enrolling on trainings.

4. EXPERIENCE IN EUROPEAN COOPERATION ACTIVITIES

Does your institution/organisation already have experience in European cooperation activities?
Have you hosted an assistant from abroad before?

“Initiative Fund” Foundation has started to develop activities on international level within the frameworks of European Union’s Lifelong Learning Programme. Together with 5 Partner organizations from Lithuania, Spain, France, Latvia and Italy it is implementing Grundtvig Partnership Project: “Woman in the modern world” between 1/08/2010 and 31/07/2012. “Initiative Fund” Foundation is a coordinating institution in this project and is taking care of correct implementation and management of all activities at each stage of the project.

Between 5/09/2010 and 10/09/2010 the course “Effective project management for the adult education staff” organised within frameworks of Grundtvig In-service Training took place. Moreover, “Initiative Fund” Foundation has introduced three new training courses into Comenius

and Grundtvig training database: "Support and counselling for people re-entering the labour market", "Staff Management in Adult Education Institutions" and "Modernity and Tradition in Adult Education".

The Foundation has not yet hosted an assistant from Grundtvig Assistantship, however it was supported by foreign volunteers studying in Poland. We were helped by a student from Malta and a student from Belarussia, who were supporting us on their own initiative.

5. MOTIVATION TO HOST AN ASSISTANT

What are your reasons why you would like to host an Assistant?

We would like to give the assistants and our staff as well as local volunteers a chance to share experience and cultural heritage in a European dimension.

Grundtvig Assistantship would be a great opportunity to improve a profile of our staff and other local volunteers as well as participating assistants.

We would like to organise language seminars aimed at developing language and communication skills of our staff and other participants. Assistants would also share their experience and knowledge concerning their countries of origin, European values and volunteering in their countries.

Depending on assistants experience and skills they might help us in adult training courses as well as in international projects and activities which we provide.

According to our experience in hosting foreign volunteers we believe hosting an assistant will significantly broaden cultural horizons and improve communication skills of all people involved. It will give our staff and volunteers from the local society a unique opportunity to interact in international, European environment.

6. POSSIBLE TASKS FOR AN ASSISTANT

In which areas will the Assistant be involved and how? Will the Assistant have an opportunity to teach his/her culture and mother tongue?

- Assistant will be given a choice where he/she would like to work. Apart from our main office in Lublin we have also three offices in three different cities of Subcarpathian Region (Stalowa Wola, Nisko, Tarnobrzeg) providing legal advice for the local citizens. Assistant will be given opportunity to spend his/her time in Poland and work in those

four different Polish cities supporting and teaching our teams.

- Assistant would help our staff in undertaking international projects, preparing application forms, communicating with international partners and take part in all activities our adult education staff has.
- During certain classes assistant would teach his/her mother language. Depending on his/her skills and experience, assistant would provide workshops concerning culture, traditions and knowledge of his/her country of origin, volunteering and European awareness. Assistant would also have an opportunity to interact with people from the local society and learn about local culture, habits etc. from the first hand.
- Assistant would provide English conversation lessons both for our adult training staff and volunteers from the local society.
- Assistant will be given opportunity to learn Polish language by individual conversations provided once or twice a week by a member of our staff.
- Depending on assistants computer skills he/she would be also involved in editing our website in order to put information about his/her activity in our Foundation.

7. ASSISTANT'S PROFILE

Please indicate your preferences regarding the profile of the Assistant (experiences, language skills, field(s) of expertise, subjects taught, etc.).

We would appreciate an assistant:

- with a good command of English both written and spoken and ability to teach his/her mother tongue, any other language is an asset as well as knowledge in area of European projects.
- interested in European developments in adult education
- able to work independently and to take his/her own initiative at work.
- with basic PC working knowledge - Word, Excel, e-mailing, internet
- who is creative, self-organised and cooperative, willing to learn and communicate with others as well as share his/her own experience and skills.
- With unequivocal moral stance.



Program „Uczenie się przez całe życie”
Grundtvig



DG Edukacja i Kultura



Fundacja Rozwoju Systemu Edukacji

8. OTHER COMMENTS/REMARKS

Approximate duration of the assistantship (number or weeks): 13 - 45 weeks

Grundtvig assistant is welcomed at any time of the year.

The Assistant would usually work from Monday to Friday, 4-6 hours a day, though depending on assistant's will he/she would also occasionally work during weekends. This will only be an occasional occurrence about which the assistant will be notified in advance.

The Assistant will be entitled to 2 leave days per month during the period excluding public holidays.

The assistant will be provided with a draft of local community activities where the assistant can be acquainted with local culture and everyday life of the community.

A mentor will be assigned for the assistant. Mentor will be responsible for planning and coordinating the timetable together with monitoring the work process of the assistant as well as for guiding and supporting the assistant in the daily routines of the host country.

Although the address of the Foundation in Lublin is Sierpińskiego street 24/5, the working address of the Foundation is:

Narutowicza street 57/6 and 57/4;

Lublin 20-016;

Phone: +48 81 532 10 32, +48 81 532 10 30;

Email: a.rebacz@ffi.org.pl

Abovementioned address is relevant for all actions concerning Initiative Fund Foundation in Lublin.