



# HAPPY EDUCATED CHILDREN'S FOUNDATION

## **Volunteer Guide for the Happy Educated Children's Foundation (HECF)**

Volunteering with HECF allows you to advocate for and promote policies that ensure equitable, quality education for all children. Through your efforts, you'll influence the future of education and help shape policies that bridge gaps in educational access.

### **2. Types of Volunteer Opportunities**

- **Education Advocacy:** Work on campaigns and initiatives aimed at raising awareness about the importance of quality and inclusive education. Engage communities and stakeholders to push for reforms in educational systems.
- **Policy Research and Analysis:** Assist with researching educational policy frameworks and identifying gaps or challenges in current legislation. Help draft policy recommendations and proposals that promote inclusive education.

- **Community Engagement:** Work directly with local schools, parents, and community members to build support for equitable education policies. Conduct workshops and forums to promote the importance of inclusive education for marginalized groups.
- **Government and Stakeholder Relations:** Liaise with government officials, educational authorities, and other NGOs to promote HECF's mission for quality education and ensure it's reflected in national policy frameworks.
- **Monitoring and Evaluation:** Support the evaluation of existing educational policies and programs to ensure they align with international standards for inclusive and quality education. Help identify areas for improvement and recommend actionable steps.

### 3. Requirements

- Passion for education reform and policy advocacy.
- Ability to commit at least 2 hours per week.
- Strong research, communication, and interpersonal skills.
- Attend a mandatory orientation on HECF's mission and advocacy strategy.

### 4. Application Process

1. **Fill out the Application:** Complete the volunteer application form online, specifying your area of interest in policy advocacy or education reform.
2. **Orientation:** Attend an orientation session that introduces you to HECF's advocacy strategies, ongoing campaigns, and the current educational landscape in Namibia.
3. **Training and Placement:** Based on your skills and interests, you'll be placed in one of our advocacy, policy, or community engagement teams.

### 5. Code of Conduct

Volunteers are expected to:

- Advocate for equitable and inclusive educational policies at all times.
- Adhere to the foundation's policies and guidelines.
- Maintain professionalism and confidentiality when interacting with government officials, stakeholders, and communities.

## 6. Volunteer Benefits

- Gain valuable experience in education policy advocacy and reform.
- Be part of a network of educators, advocates, and policymakers.
- Receive mentorship from experienced professionals in education and public policy.
- Get recognized for your contribution with a certificate of service after 2 years.

**7. Support and Training** HECF provides comprehensive training in education policy, advocacy strategies, and stakeholder engagement. Volunteers will receive ongoing support and mentorship from HECF staff and experts in the field.

## 8. Volunteer Hours and Commitment

- Flexible scheduling based on project needs, with a minimum commitment of 3 hours.
- Volunteers are encouraged to participate in regular strategy meetings, policy briefings, and community outreach programs.

**9. Health and Safety** All volunteers must adhere to HECF's health and safety regulations, especially during in-person advocacy activities or community engagements.

**10. Contact Information** For more information or to apply as a volunteer, please contact us at [hecfoundation.na@gmail.com](mailto:hecfoundation.na@gmail.com) , or visit our website <https://hec-foundation.org/>.

A handwritten signature in black ink, appearing to be 'Jimmie', written over a horizontal line.