



Founded 1966



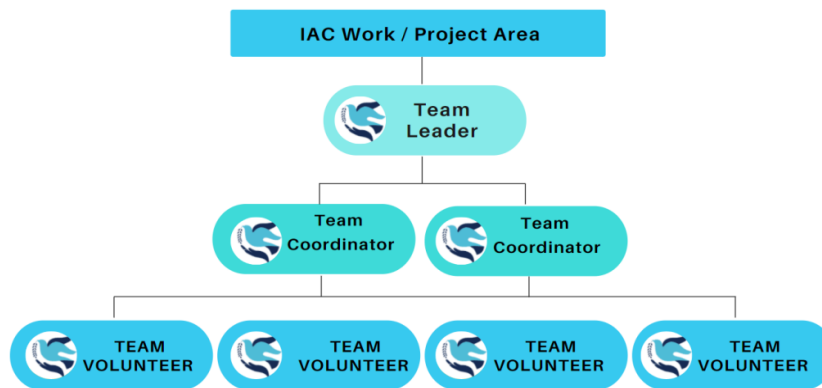
IAC Volunteering

International Association for Counselling (IAC)

Volunteer Role Description:

IAC Communications Team Volunteer

Each IAC Work Area (e.g. Continuing Education, Membership, Communications, Advocacy, Fundraising, Research etc.) has a Team of Volunteers made up of a Team Leader, Team Coordinators and Team Volunteers.



IAC Communications Team Volunteer

Role Title:	IAC Communications Team Volunteer
Responsible to:	IAC Communications Team Leader
Term	An initial commitment of two years is sought.
Volunteer Hours Time Commitment:	2 hours per week (approx. 120 -- 150 hours annually) Approximately 2 hours per week plus meetings. From time to time additional meetings may be required.
Role Summary	To fully participate with the communications team so as to deliver the stated IAC objectives in the guiding strategy document for the Communications Area.
Duties include:	Duties will be agreed prior to placement but are likely to include many of the following: <ul style="list-style-type: none"> • Delivering communications campaigns and events as part of the team. • Assisting with social media (Facebook, Twitter, LinkedIn)

	<p>and YouTube Instagram).</p> <ul style="list-style-type: none"> • Drafting and editing articles, blog posts, promotional materials. • Assist in compiling material for e-newsletters and e-mail shots. • Assisting in updating IAC website pages. • Identifying areas for improved IAC communications (internal or external).
Skills and Qualifications:	<p>Essential:</p> <ul style="list-style-type: none"> • Must be aged over 18 • Excellent interpersonal, written and verbal communication skills. • Strong IT skills and good understanding of social media • Knowledge of IAC work, and plans. • Ability to work on own initiative and as part of a team. • Willingness to learn new skills. <p>Desirable Experience:</p> <ul style="list-style-type: none"> • Experience or a qualification in communications.
Meetings	<ul style="list-style-type: none"> • Approximately eight, 1.5 hour project meetings per year. • Approximately six, 1.5hour volunteering meetings per year. <p><i>*All meetings are conducted virtually</i></p>
Personal Attributes	<p>It is essential that volunteers have the following attributes/skills:</p> <ul style="list-style-type: none"> • Respectful, sensitive and empathetic to all people regardless of their nationality, age, gender, sexual orientation, disability, ethnic origin, culture or faith. • Willingness to participate in appropriate training and learning. • Understand the importance of confidentiality & observing policies and procedures. • Able to work both independently and as part of a team • Reliable and punctual.
Support and Training	<p>Training will be provided as required. This will include an online induction and demonstration of the tasks. Team Leaders will be supported by the Officer Group, the CEO and the IAC volunteer coordinators.</p>
Volunteering Location	<p>All volunteers work 'virtually' i.e. from their own country and computing base (e.g. home computer/personal device).</p>
Benefits to the Communications	<ul style="list-style-type: none"> • Fulfillment – knowing that the support you provide will make a real difference to progressing IAC aims and

Volunteer	<p>making counselling available worldwide.</p> <ul style="list-style-type: none"> • Enhance your CV: Having experience as a volunteer can show a potential employer your enthusiasm and the skills that you have outside of your academic learning. • Training – learning new skills that can be added to your CV, gaining up-to-date knowledge of counselling issues. • Experience – meeting new people in different situations from around the world, building new networks, forming friendships with other IAC volunteers.
Confidentiality and Conflict of Interest	IAC volunteers are subject all IAC policies including the IAC Confidentiality and Conflict of Interest policies.

If you have any questions please email: iacvolunteercoordination@gmail.com

IAC Organisation Overview:	<p>The IAC Vision is “A world where counselling is available to all”. IAC is an international non-governmental association with charitable status. IAC advances the development of counselling, in order to improve people’s lives and well-being. We connect counsellors worldwide so that they can share information and participate in international Practice, Education, Advocacy, Policy and Research counselling projects.</p>
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Recruitment Process -- Next steps:

1. Please fill out the online volunteer application form at the top of the [IAC Volunteering Page](#) ****Click HERE****.
2. An online interview will then be arranged
3. References will be checked (Referees will not be contacted without your consent).
4. Pre-placement induction/training attended
5. Start placement!



IAC Supports the United Nations Sustainable Development Goals

N. Kelly, January 2020



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For Counselling
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