

## IAC Communications and Reports Coordinator

<b>Role Title:</b>	<b>IAC Communications and Reports Coordinator</b>
<b>IAC Organisation Overview:</b>	<p>IAC Vision: “A world where counselling is available to all”.</p> <p>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>
<b>Responsible to:</b>	IAC Executive Council
<b>Reporting and Liaison</b>	<p><b>Reporting:</b> Twice annually to the EC</p> <p><b>Liaison:</b> Regular contact with the Officer Group</p>
<b>Purpose of role:</b>	Ensure all optimal free-flow of internal communications including ensuring activities by individuals and groups are reported.
<b>Description of tasks:</b>	<ol style="list-style-type: none"> <li>1. Take responsibility for internal communications and report coordination at IAC.</li> <li>2. To assist in the creation and development of information sharing, communication, and reporting mechanisms at IAC</li> <li>3. To liaise with IAC Committee Chairpersons, IAC Roundtable Chairpersons, and others so as to receive and share updates on their IAC activity.</li> <li>4. Assist in the supply of information to the E-Newsletter and social media coordinators.</li> <li>5. To monitor and make suggestions on IAC communications.</li> </ol>
<b>Skills and Qualifications:</b>	<ul style="list-style-type: none"> <li>• Good People Skills.</li> <li>• Good written communication skills.</li> <li>• Ability to work on own initiative and as part of a team.</li> <li>• Willingness to learn new skills.</li> </ul>
<b>Eligibility:</b>	Member of the IAC Executive Council
<b>Time Commitment:</b>	<p>Approximately 1 hour per week on core tasks.</p> <p>Additional officer group meetings - one every two months.</p>
<b>Training and Support:</b>	The Officer Group will be available to assist and support the person in this evolving role.
<b>Benefit/Appreciation:</b>	This is a great opportunity to contribute to the work of IAC. Grateful recognition and acknowledgement will be given to the role holder on the IAC website.

**NK – June 2019**