

## IAC Country Ambassadors Project Coordinator

<b>Role Title:</b>	<b>IAC Country Ambassadors Programme 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 Volunteer Coordinator
<b>Reporting and Liaison</b>	<p><b>Reporting:</b> One written report/update on progress annually</p> <p><b>Liaison:</b> Regular email contact with the Volunteer coordinator</p>
<b>Purpose of role:</b>	Overall coordination of the recruitment and management of IAC country ambassadors.
<b>Description of tasks:</b>	<ul style="list-style-type: none"> <li>• Managing the recruitment process for IAC country ambassadors.</li> <li>• Receiving and filtering country ambassador applications – checking matches to the criteria and making recommendations to the IAC Officers.</li> <li>• Assisting with, and making recommendations on, the development of the country ambassador project</li> <li>• Assisting in the induction of new country ambassadors.</li> <li>• Communicate with country ambassadors to gauge satisfaction and progress.</li> <li>• Considering ways of IAC showing country ambassador appreciation.</li> <li>• Keeping records of ambassador's details and work.</li> <li>• To liaise with the IAC Volunteer Coordinator.</li> </ul>
<b>Skills and Qualifications:</b>	<ul style="list-style-type: none"> <li>• Excellent people skills.</li> <li>• Experience of Volunteer co-ordination.</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>Time Commitment:</b>	<p>Approximately 1 hour per week on main tasks.</p> <p>Additional meetings on subject - one every two months approx.</p>
<b>Training and Support:</b>	The CEO and Volunteer Coordinator will be available to assist and support the person in this evolving role.
<b>Benefit/Appreciation:</b>	<p>This is a great opportunity to contribute to the work of IAC.</p> <p>Grateful recognition and acknowledgement will be given to the on the IAC website.</p>