



Founded 1966



IAC Volunteering

## International Association for Counselling (IAC)

### Volunteer Role Description: IAC Research and Outreach Coordinator

<b>ROLE TITLE:</b>	<b>IAC Research and Outreach Coordinator</b>
<b>Responsible to:</b>	<b>IAC Research and Outreach Team Leader</b>
<b>Term</b>	An initial commitment of two years is sought
<b>Role Summary:</b>	IAC Research and Outreach Coordinators play a pivotal role in advancing IAC's mission by conducting in-depth research, fostering community engagement, and managing outreach initiatives. This position is designed for a dynamic individual with a passion for counselling, and who has excellent communication skills. The coordinator will support the association's goals by developing and executing strategies that promote awareness, collaboration, and growth within the global counselling community.
<b>Volunteer Hours: Time Commitment</b>	<b>120 -- 150 hours annually</b> This works out as approximately two hours per week plus meetings. From time-to-time additional meetings may be required.
<b>Duties Include:</b>	<ul style="list-style-type: none"><li>• Gather comprehensive information on the counselling profession, including lists of counselling associations, educational institutions offering counselling programs, and counselling services/centres in specific countries/regions, and compile this information in an agreed-upon format.</li><li>• Encourage collaboration and membership through proactive outreach to groups and individuals.</li><li>• Cultivate and maintain relationships with potential and current members to foster a supportive and engaged community.</li><li>• Promote volunteerism among counsellors within the country/region to support the association's initiatives and enhance community involvement.</li><li>• Maintain and update databases and records accurately, ensuring that all information is current and accessible.</li><li>• Produce regular reports related to outreach activities, and research findings to support decision-making and strategic planning.</li></ul>

	<ul style="list-style-type: none"> <li>• Suggest and implement improvements to research and outreach processes to enhance efficiency and effectiveness.</li> <li>• Undertake any other duties approved by the Team Leader that align with the role and support the overall mission of the association.</li> </ul>
<b>Meetings:</b>	<ul style="list-style-type: none"> <li>• Approximately six, 1.5 hour membership meetings per year.</li> <li>• Approximately two, 1.5hour volunteering meetings per year.</li> </ul> <p><i>*All meetings are conducted virtually</i></p>
<b>Skills and Qualifications:</b>	<ul style="list-style-type: none"> <li>• Must be aged over 18</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Minimum of 3-5 years of experience in research, outreach, or a related role, preferably within a mental health or non-profit organization.</li> <li>• Organised, conscientious and attentive to details.</li> <li>• Some administrative experience.</li> <li>• Technological know-how, including MS Word and Excel.</li> <li>• Database management experience a plus.</li> <li>• Understanding of and commitment to IAC's mission &amp; values.</li> </ul>
<b>Personal Attributes:</b>	<p>It is essential that volunteers have the following attributes/skills:</p> <ul style="list-style-type: none"> <li>• Caring, sensitive and empathetic to all people regardless of their nationality, age, gender, sexual orientation, disability, ethnic origin, culture or faith.</li> <li>• Willingness to participate in appropriate training and learning.</li> <li>• Understand the importance of confidentiality &amp; observing policies and procedures.</li> <li>• Able to work independently or as part of a team</li> <li>• Reliable and punctual.</li> </ul>
<b>Support and Training:</b>	<p>Training will be provided as required. This will include an online induction and demonstration of the tasks. Volunteers will be supported by the IAC volunteer coordinators and the person in charge of their volunteer area. You may find yourself working alongside other volunteers or project staff.</p>
<b>Volunteering Location</b>	<p>All volunteers work 'virtually' i.e. from their own country and computing base (e.g. home computer/personal device). Work times are completely flexible.</p>

<b>Benefits to the Research and Outreach Coordinator:</b>	<ul style="list-style-type: none"> <li>• Fulfillment – knowing that the support you provide will make a real difference to progressing IAC aims and making counselling available worldwide.</li> <li>• Training – learning new skills that can be added to your CV, gaining up-to-date knowledge of counselling issues.</li> <li>• Experience – meeting new people in different situations from around the world, building new networks, forming friendships with other IAC volunteers.</li> </ul>
<b>Confidentiality and Conflict of Interest:</b>	<p>IAC volunteers are subject all IAC policies including the IAC Confidentiality and Conflict of Interest policies.</p>

### Recruitment Process -- Next steps:

1. Please email the following to: [iacvolunteercoordination@gmail.com](mailto:iacvolunteercoordination@gmail.com)
  - A one-page application letter of interest
  - Your resume
  - The name and contact email of a professional referee (this person will not be contacted without your consent).
2. An online interview will then be arranged
3. Reference will be checked
4. Pre-placement training attended – where required
5. Start placement!

<b>IAC Organisation Overview:</b>	<p>The IAC Vision is “A world where counselling is available to all”. The International Association for Counselling (IAC) is the world body for the counselling profession. Established in 1966, IAC is an International Non-Governmental Organization (INGO) with United Nations consultative status. IAC advances the development of counselling in order to improve people’s lives and well-being. Our association and members strive for human rights and the inclusive, sustainable development of our profession through the promotion of counselling, best practice and international cooperation.</p>
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IAC Supports the United Nations Sustainable Development Goals