



Founded 1966



IAC Volunteering

International Association for Counselling (IAC)

Volunteer Role Description

IAC Sponsorship and Partnership Assistant

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| ROLE TITLE: | IAC Sponsorship and Partnership Assistant |
| Responsible to: | IAC Development Committee Chairperson |
| Term | A commitment of two years is sought |
| Role Summary: | To join a great team of volunteers to help increase our sponsorship and partnership opportunities. |
| Volunteer Hours: Time Commitment | 80 -- 100 hours annually This works out as approximately 1.5 hours per week plus occasional meetings. |
| Duties Include: | Duties will be agreed prior to placement but are likely to include some of the following: <ul style="list-style-type: none"> • Engage in, assist and support the fundraising efforts of IAC • Identify and cultivate prospective sponsorship relationships • Communicating with potential sponsors • Identify and make grant applications • Attending regular group fundraising meetings • Suggesting improvements to sponsorship and partnership processes. |
| Meetings: | <ul style="list-style-type: none"> • Approximately six, 1 hour meetings per year. <p style="text-align: center;"><i>*All meetings are conducted virtually</i></p> |
| Skills and Qualifications: | <ul style="list-style-type: none"> • Must be aged over 18 • Excellent interpersonal and communication skills. • Organised, conscientious and attentive to details. • Some administrative experience. • Database management experience a plus. |

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| | <ul style="list-style-type: none"> • Understanding of and commitment to the organisation's mission & values. |
| Personal Attributes: | <p>It is essential that volunteers have the following attributes/skills:</p> <ul style="list-style-type: none"> • Caring, 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 independently or 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. 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> |
| Volunteering Location | <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> |
| Benefits to the Regional Representative: | <ul style="list-style-type: none"> • Fulfillment – knowing that the support you provide will make a real difference to progressing IAC aims and making counselling available worldwide. • 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: | <p>IAC volunteers are subject all IAC policies including the IAC Confidentiality and Conflict of Interest policies.</p> |

Recruitment Process -- Next steps:

1. Please fill in the online IAC volunteer application form
2. An online interview will then be arranged
3. Reference will be checked
4. Mandatory pre-placement training attended
5. Start placement!

**IAC Organisation
Overview:**

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.



IAC Supports the United Nations Sustainable Development Goals

