



Founded 1966

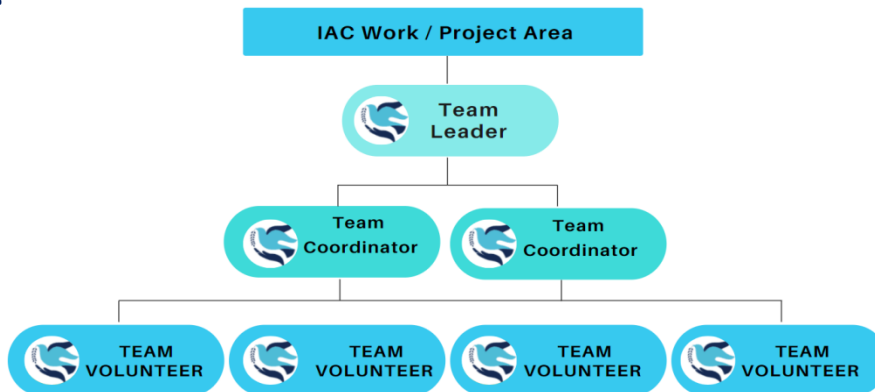


IAC Volunteering

## International Association for Counselling (IAC)

### Volunteer Role Description: IAC Country Researcher (Mapping Team)

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



<b>ROLE TITLE:</b>	<b>IAC Country Researcher (Mapping) -- Team Volunteer</b>
<b>Reporting to:</b>	IAC Team Leader for the Mapping Project.
<b>Term</b>	An initial commitment of two years is sought.
<b>Role Summary</b>	Researching and recording data and information on the counselling profession in selected countries and regions.
<b>Volunteer Hours Time Commitment</b>	<b>2 Hours per Week</b> This works out as approximately 120-150 hours per year including meetings. From time to time attendance at additional meetings may be requested.
<b>Duties Include</b>	<p>Duties will be agreed prior to placement but are likely to include some of the following:</p> <ul style="list-style-type: none"> <li>• Gathering information on the counselling profession e.g. counselling associations, education institutes offering counsellor education programmes, and counselling services, regulatory status etc..) in an agreed format.</li> <li>• Compiling selected/specific reports or lists of counselling information to aid communication with specific groups.</li> <li>• Regular meetings: You will meet regularly (at least every two months) with the other volunteers on the project team.</li> </ul>

	<ul style="list-style-type: none"> <li>• Working towards in-depth knowledge of the mapping work.</li> <li>• Attend online meetings (Mapping and Volunteering)</li> <li>• Any other duties approved by the Team Leader.</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Approximately eight, 1.5 hour project meetings per year.</li> <li>• Approximately six, 1.5hour volunteering meetings per year.</li> </ul> <p style="text-align: center;"><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>• Organised, conscientious and attentive to detail.</li> <li>• Technological know-how, including MS Word and Excel, Social Media, and basic design (e.g. PowerPoint).</li> <li>• Understanding of, and commitment to, the organisation’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>• Respectful, 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 both independently and 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 their direct supervisor and the IAC Volunteer Coordinators (who recruit and support volunteers for all work areas).</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).</p>
<b>Benefits to the Country Researcher</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>• 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.</li> <li>• Training – learning new skills that can be added to your</li> </ul>

	<p>CV, gaining up-to-date knowledge of counselling issues.</p> <ul style="list-style-type: none"> <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>	IAC volunteers are subject all IAC policies including the IAC Confidentiality and Conflict of Interest policies.

**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!

**If you have any questions please email: [iacvolunteercoordination@gmail.com](mailto:iacvolunteercoordination@gmail.com)**

<b>IAC Organisation Overview:</b>	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.
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IAC Supports the United Nations Sustainable Development Goals



N. Kelly, December 2020