

## IAC Volunteer Coordinator

<b>Role Title:</b>	<b>IAC Volunteer 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>	Overall coordination of the recruitment and management of volunteers at IAC.
<b>Description of tasks:</b>	<ul style="list-style-type: none"> <li>• Sourcing and recruiting volunteers for vacant IAC roles.</li> <li>• Sourcing and recruiting volunteers for the IAC Country Ambassadors programme.</li> <li>• Assist in the creation and development of volunteer management systems at IAC.</li> <li>• Assisting in the induction of new volunteers.</li> <li>• Communicate with volunteers to gauge satisfaction and progress.</li> <li>• Keeping records of volunteers’ information and assignments.</li> <li>• Arrange for appropriate training where needed.</li> <li>• To liaise with IAC Committee Chairpersons, IAC Roundtable Chairpersons, and others about volunteer requirements and activity.</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 1.5 hours per week on main tasks.</p> <p>Additional officer group meetings - one every two months.</p>
<b>Training and Support:</b>	The Officer Group and CEO 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 role holder on the IAC website.</p>