



Founded 1966



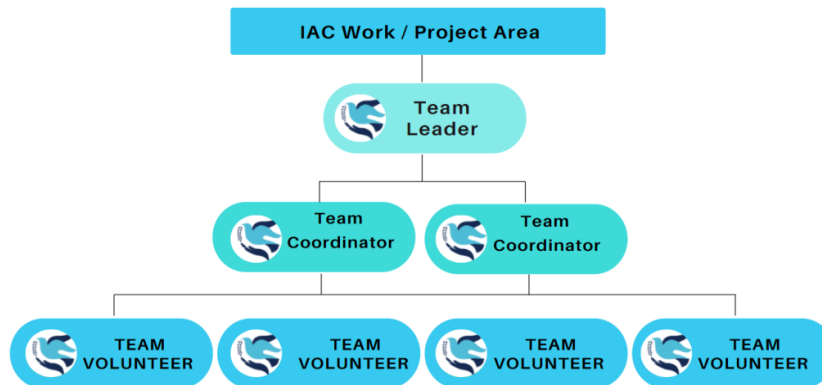
IAC Volunteering

International Association for Counselling (IAC)

Volunteer Role Description:

IAC Volunteering Team Coordinator

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.



IAC Volunteering Team Coordinator

Role Title:	IAC Volunteering Team Coordinator
Responsible to:	IAC Volunteering Team Leader
Term	An initial commitment of two years is sought.
Role Summary	To coordinate the volunteer management activity so as to deliver the stated objectives in the guiding strategy document for IAC Volunteering – the IAC Volunteer Policy.
Volunteer Hours Time Commitment	2.0 Hours per Week This works out as approximately 120-140 hours per year including meetings. From time to time attendance at additional meetings may be requested.
Duties Include:	<p>Duties will be agreed prior to placement but are likely to include many of the following:</p> <ul style="list-style-type: none"> • Coordinating Volunteering activity in line with the related organisational aims. • Providing encouragement to team members, including communicating team goals and identifying areas for new training or skill checks. • Works closely with the team leader and Team members.

	<ul style="list-style-type: none"> • Conducts regular team meetings to update members on best practices and continuing expectations • Ensures brief records of meetings (i.e. records of discussion and action items) are kept. • Sourcing and recruiting volunteers for vacant IAC roles. • Assisting in the induction of new volunteers. • Communicate with volunteers to gauge satisfaction and progress. Keeping records of volunteers' information and assignments. Arrange for appropriate training where needed
Skills and Qualifications:	<ul style="list-style-type: none"> • Must be aged over 18 • Excellent interpersonal and communication skills. • Team Leadership Experience • Knowledge of IAC work, and plans • Experience of volunteer co-ordination. • Ability to work on own initiative and as part of a team. • Willingness to learn new skills.
Meetings	<ul style="list-style-type: none"> • Approximately eight, 1.5 hour project meetings per year. • Approximately six, 1.5hour volunteering meetings per year. <p style="text-align: center;"><i>*All meetings are conducted virtually</i></p>
Personal Attributes	<p>It is essential that volunteers have the following attributes/skills:</p> <ul style="list-style-type: none"> • Respectful, 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 both independently and 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. Team Leaders will be supported by the Officer Group, the CEO and the IAC volunteer coordinators.</p>
Volunteering Location	<p>All volunteers work 'virtually' i.e. from their own country and computing base (e.g. home computer/personal device).</p>
Benefits to the Team Coordinator	<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. • Enhance your CV: Having experience as a volunteer can show a potential employer your enthusiasm and the

	<p>skills that you have outside of your academic learning.</p> <ul style="list-style-type: none"> • 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	IAC volunteers are subject all IAC policies including the IAC Confidentiality and Conflict of Interest policies.

If you have any questions please email: iacvolunteercoordination@gmail.com

IAC Organisation Overview:	<p>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.</p>
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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!



IAC Supports the United Nations Sustainable Development Goals

N. Kelly, November 2020

