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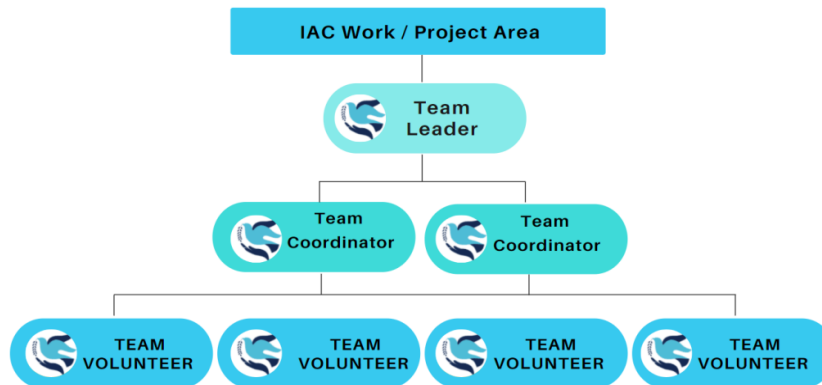
IAC Volunteering

## International Association for Counselling (IAC)

### Volunteer Role Description:

### IAC Volunteer Coordination -- Team Leader

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 Volunteer Coordination – Team Leader

<b>Role Title:</b>	<b>IAC Volunteer Coordination Team Leader</b>
<b>Responsible to:</b>	IAC Officers Group (Part of the Executive Council)
<b>Term</b>	An initial commitment of two years is sought.
<b>Role Summary</b>	To lead and manage a team of volunteers so as to deliver the stated IAC objectives in the guiding strategy document for Volunteering – The IAC Volunteer Policy. The role centres on the overall coordination of the recruitment and management of volunteers at IAC
<b>Duties include:</b>	Duties will be agreed prior to placement but are likely to include many of the following: <ul style="list-style-type: none"> <li>• Takes overall responsibility for the work area and the delivery of the related organisational aims.</li> <li>• Provides encouragement to team members, including communicating team goals and identifying areas for new training or skill checks.</li> <li>• Works closely with, and delegates tasks to, the Team Coordinator(s) who support the Team leader.</li> </ul>

	<ul style="list-style-type: none"> <li>• Conducts regular team meetings to update members on best practices and continuing expectations.</li> <li>• Ensures brief records of meetings (i.e. records of discussion and action items) are kept.</li> <li>• Sourcing and recruiting volunteers for vacant IAC roles.</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>• Must be aged over 18</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Team Leadership Experience</li> <li>• Knowledge of IAC work, and plans</li> <li>• Excellent people skills.</li> <li>• Experience of Volunteer co-ordination.</li> <li>• Ability to work on own initiative and as part of a team.</li> <li>• Willingness to learn new skills.</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>Time Commitment:</b>	Approximately 1.5 hours per week on main tasks. Additional officer group meetings - one every two months.
<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>	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.
<b>Volunteering Location</b>	All volunteers work 'virtually' i.e. from their own country and computing base (e.g. home computer/personal device).
<b>Benefits to the Team Leader</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 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>	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](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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### 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



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