IAC Volunteer Role Description

Volunteer Role Title: IAC Book Project Volunteer – researching and recording books relating to counselling and counselling related activity.

Type of Volunteering: E-Volunteering (aka Online/Virtual volunteering) is volunteering off-site by using the Internet and your personal computer/ electronic device. E-volunteering is as helpful and impactful to IAC as traditional volunteering.

Aim of volunteering role - Why we need you: We are seeking an IAC Book Project Volunteer to help identify books and authors in the area of counselling worldwide. The ambitious IAC Book Project aims to research and quantify the counselling related books worldwide. The role involves researching and cataloguing these books by title, author and subject area throughout the world.

What is involved? We are looking to welcome a person who would commit to work regularly on this research project. This involves regular contact with the IAC Executive Council member responsible for the book project. It includes recording the data and information found e.g. titles, authors, countries, and subject matter in an agreed format. IAC is also interested in reaching out to and connecting with authors worldwide (e.g. as conference speakers) and the book project volunteer may also help with initiating and maintaining those contacts.

How will I be supported?

- Initial induction with the CEO and subsequent training.
- Monthly liaison with CEO or Executive Council member.
- All book project activity will be clearly instructed and will have a flexible schedule for working.

What skills are required for this position? Ideally, you would be web-savvy, have conducted in depth searches on the internet, worked with excel spreadsheets, be able to take instructions, enjoy teamwork, be creative, and have good communication skills.

Where would you carry out the work? E-volunteering is carried out from the Volunteer’s personal computer /electronic device. Some Employers may consider supporting this work
as part of a Corporate Social Responsibility (CSR), or as a partial secondment programme? –
Enquiries welcome.

**Level of English:** Fluent English is required for this role. Other languages are not necessary
but may be an advantage as we progress to offering information in more languages.

**What experience do I need?** Useful background experience /qualifications include:

- Proven interest in Counselling/ Humanities / Social work.
- General Admin/ Office Support.
- Research experience.

**Minimum Duration:** 1 year.
**Hours Required:** 1.5 – 2 hours weekly.
**Interview / Screening:** Informal Skype Interview.
**How will I be acknowledged?** You will be acknowledged both on the IAC website and
through a written reference.
**Age Restriction:** Must be over 18.
**Expenses:** IAC is not in a position to pay expenses related to this
volunteering role. In particular circumstances, out of
pocket expenses may be covered by pre-arrangement
with the volunteer’s supervisor.

**How to Apply:** Please email Naoise Kelly: **CEO@iac-irtac.org** with a short (less than one
page) letter of interest and attach your CV.