

## IAC Volunteer Role Description

### **Volunteer Role Title: Mapping Project Volunteer – Country Researcher**

(Researching and mapping the counselling landscape in your world region)

**What is involved?** We are looking to welcome a person who would commit to work regularly on this research project. The work includes recording the data and information found e.g. counselling associations, education institutes offering counsellor education programmes, and counselling services, in a particular country, in an agreed format.

#### **How will I be supported?**

- Initial induction with the Project leaders and subsequent training with the persons responsible for the allocated research and mapping region.
- Supervisory liaison with either of above.
- All mapping 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 word or excel spreadsheets, be able to follow instructions, enjoy teamwork, be creative, and have good communication skills.

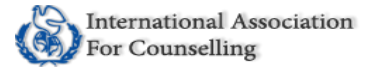
**Where would you carry out the work?** E-volunteering is carried out from the Volunteers home/college/work\* on their personal computers/devices.

**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 - 1.5 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](mailto:ceo@iac-irtac.org) with a short (less than one page) letter of interest and attach your CV.

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\*Perhaps your Employer would consider supporting this work as part of a Corporate Social Responsibility (CSR), or as a partial secondment programme? – Enquiries welcome.

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**Type of Volunteering: E-Volunteering** (aka Online/Virtual volunteering) is volunteering *off-site* by using the Internet and your home, college, or work 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 Mapping volunteer to help research and map the counselling landscape worldwide. The *IAC Mapping Project* aims to research and quantify the extent of counselling activity worldwide. The role involves researching the numbers of counsellors, courses, counselling organisations and other counselling related activity in countries and regions throughout the world.

