

IAC Website Coordinator

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| Role Title: | IAC Website Coordinator |
| IAC Organisation Overview: | IAC Vision: “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. |
| Responsible to: | IAC Executive Council |
| Reporting and Liaison | Reporting: Once a year to the EC Liaison: Regular contact with the CEO and website agency |
| Purpose of role: | Coordinating the ongoing improvement of the visitor experience to the IAC website. |
| Description of tasks: | <ul style="list-style-type: none"> • Regular checking and updating of the IAC website to ensure the information is up to date, clearly communicated and relevant. • Seek to maximize visits through site optimization, analysis and planning. • Source and upload news content of interest to members. • Liaise with the E-newsletter coordinator, CEO and Communications and reports coordinator to select relevant content. • Assist with the setup and delivery of any email communications from the website. |
| Skills and Qualifications: | <ul style="list-style-type: none"> • Excellent IT and website skills. • Experience of DRUPAL • Experience of Communications/ PR would be an advantage. • Ability to work on own initiative and as part of a team. • Willingness to learn new skills. |
| Time Commitment: | Approximately 1 hour per week on main tasks |
| Training and Support: | The CEO and Officer Group will be available to assist and support the person in this evolving role. |
| Benefit/Appreciation: | This is a great opportunity to contribute to the work of IAC. Grateful recognition and acknowledgement will be given to the role holder on the IAC website. |