



## **ROLE PROFILE FOR AN ASSESSOR**

### **Overview of Role**

The CISV International Assessor (“Assessor”) role contributes to CISV’s mission and vision by assessing our NAs and PAs to measure compliance and capacity. These assessments are part of CISV International’s processes to ensure CISV can provide consistent and safe educational experiences. These assessments allow CISV International to understand the situation of all NA/PAs so appropriate support can be provided for continuous self-improvement.

The role of the Assessor is to evaluate an NA/PA against criteria set out by CISV International. Conforming to these criteria allows CISV International, and our Members, to demonstrate to our stakeholders that key requirements are in place for safety, quality and good governance across the organization. The Assessor follows strict guidelines on how to conduct the assessment. They collect evidence from existing data and processes available to CISV International, as well as from the NA/PA themselves by requesting information and conducting interviews (virtually and/or in-person). The materials and evidence collected are used to score each criterion based on the information obtained. Once this is complete, the Assessor produces a final report with findings from the assessment. The Assessor must remain objective throughout this process while gathering and assessing evidence, and not make recommendations directly to the NA/PA.

Being an Assessor may not require regular and consistent involvement throughout the year. This will depend on the number of assessments an individual Assessor agrees to take on. When undertaking an assessment, the Assessor will be required to liaise with the Verification Coordinator initially. Following this, they will communicate regularly with members of the CISV International Office and the NA/PA being assessed to conduct a swift and efficient assessment. The Assessor will be required to work virtually and may be required to make in-person visits to NA/PAs as part of the assessment. This could be several times in one calendar year, but this will be agreed in advance. The Assessor will also need to be available for update meetings and any training required.

Priority will be given to individuals who do not have an active role in CISV International, but do have CISV experience, and who do have professional experience in at least one area related to the review.

### **Key Responsibilities and Tasks**

- Understand the clear scope of the verification process and work closely with the manager to ensure the assessment stays within this remit. The main priority of the work is to ensure

any issues that affect the safety and quality of the CISV experience are dealt with, and areas for sharing best practice and areas for improvement are identified.

- Collect and collate information relating to a specific NA/PA and provide an assessment of the NA/PA based on predefined criteria and indicators.
- Document all information, materials and interviews gathered throughout the assessment process. To the extent possible, they will be required to check the accuracy of the information obtained. Keeping clear and detailed records on how the score for each criterion was decided on and what areas for improvement were identified is important.
- Report on all aspects of the assessment including what information was collected and from which sources. Openness and transparency are important parts of the verification system.

### **Working Relationships**

- Assessors are responsible to and are managed by the Verification Committee Chair.
- Verification Coordinator
- Verification Team
- CISV Members and other volunteers
- Risk Management Team
- CISV International Office particularly stakeholders relevant to specific areas of assessment such as Finance or Risk Management and Safeguarding

### **Key Competencies**

#### Attitude:

- Friendship: finds common bond and is kind to others; displays positive communication, empathy and openness to new perspectives
- Cooperation: works together and support others towards the common goal; is supportive, goal orientated, respectful to other contributions and accountable
- Enthusiasm: brings energy and passion to everything we do; is motivated, have positive attitude, demonstrates self-care and creativity
- Engaged - shows up, participates, and learns with a positive attitude; is committed and approachable, proactive, available, prepared, and reliable.
- Inclusive – is open, accepts and respects others; creates safe and inclusive environment for all, actively seeks diversity and appreciates other perspectives

#### Skills:

- Ability to analyse and evaluate evidence
- Ability to think creatively
- Ability to network with CISV International, the International Office, and stakeholders in the region and other regions
- Ability to communicate with globally dispersed groups
- Good project and logistical resources management skills

- Ability to remain independent and impartial

Knowledge of:

- Understanding of CISV's mission, vision and values
- CISV International policies and procedures
- CISV structure at the local, national, and international levels
- Membership Category System

Experience of:

The following experience may be **beneficial**, but is not essential, to the role:

- Running a successful Chapter
- Experience in hosting and/or staffing a CISV International programme
- Experience in leading a delegation in a CISV International programme
- Internal auditing
- Financial auditing
- Organisational development
- Volunteer management
- Risk Management/Safeguarding Auditing

### **Training required:**

Relevant training (either via face-to-face, virtual, documents such as policies, procedures and guidelines, etc.) will be provided during the onboarding process and throughout the process of volunteering, to ensure that the role holder is confident and competent to perform in their role.

### **Term and Time:**

Volunteers will be appointed as per the [Volunteer Recruitment Policy and Procedures](#).

We anticipate a commitment of 8 hours per month (on average) during the verification periods (1-3 months per Member being assessed, once or twice per year)

Meetings will be held on an ad hoc basis, as required. We anticipate no more than 1-3 90 minute meetings per year for Assessors, potentially with the Verification Committee.

Most work will be conducted virtually, and Assessors are expected to participate in any virtual meetings and work in teams of two to conduct assessments.

Assessors will be appointed for terms of 3 years. At the end of their first term, they may elect to stay on for a second 3 year term if mutually agreed upon with the Verification Committee Chair. In the event that they wish to stay for additional terms after that, they will be asked to reapply and be considered with any other applicants in the selection process.

**Other requirements:**

Recruitment and safety checks

Volunteer Agreement and Code of Conduct