



ROLE PROFILE FOR A PROGRAMME ADVISOR

Overview of Role

As a Programme Advisor, you will be volunteering as part of Regional Teams with other specialists in your respective subject knowledge area. You will support CISV International as well as international programmes during the planning phase and hosting, troubleshooting educational issues, logistical and camp dynamic challenges they may face, when required. You will be responsible for providing feedback about common challenges and trends and translating that feedback into improving the way we run our programmes from the educational perspective.

Key Responsibilities and Tasks

- Providing support to CISV programmes (Village, Youth Meeting, Step Up and Seminar Camp) with advice and troubleshooting on the delivery of educational activities, managing programme logistics and camp dynamics
- Proactively help identify and/or mitigate concerns in advance of the programme(s) assigned
- Liaising with the programme Staff and Leaders to support set up and delivery of programmes before and during the programme
- Supporting the follow up of minor Incident Report Forms (IRF's)
- Liaising with Member Support Coordinators and Regional Managers to ensure the holistic oversight of educational activities delivered within programmes
- Providing feedback to the Education and Research Committee on challenges and improvements required to the programme's educational content
- Participate in or support relevant Working Groups as needed, including but not limited to the Programme Advisors Working Group ([insert link](#))

Working Relationships

- Regional Manager will manage the Programme Advisors, provide guidance, support, and evaluation to assist them in fulfilling their role.
- MSCs and other Regional Team Members
- Chapter, National and Regional Risk Managers
- Education & Research Committee
- Training Committee
- National Programme Coordinators

Key Competencies

Attitude:

- Engaged - shows up, participates, and learns with a positive attitude; is proactive, available, prepared, and reliable.
- Inclusive – open, culturally sensitive, accepts and respects others and other cultures.
- Enthusiastic - interested in doing the job, committed, and brings energy and passion to the role.

- Cooperative – wants to work together, look for something to do and support each other toward our common goal.
- Friendly – seeks to find a common bond and treat others with kindness and empathy.
- Assertive – can set up a positive culture and lead by example, as well as make reflective decisions

Skills:

- Ability to communicate with globally dispersed groups
- Ability to work effectively in a group, in-person and virtually
- Ability to challenge constructively and ask questions appropriately
- Ability to set positive culture of children education
- Good project and logistical resources management skills
- Ability to analyse and evaluate evidence
- Ability to think creatively
- Ability to follow risk management regulations, identify risks and suggest mitigations

Knowledge of:

- Understanding of CISV's mission, vision and values
- Knowledge of CISV International policies and procedures
- Knowledge of CISV structure at the local, national, and international levels
- Good knowledge of the Peace Education approach
- High awareness of Diversity, Equality, Inclusion and Belonging
- Good understanding of health and Safety and Safeguarding regulations and approaches
- Understanding of CISV brand and social media approach
- Good understanding of CISV programmes admin and logistics
- Knowledge of CISV education principles and content, especially related to experiential learning and CISV's four content areas
- Knowledge of CISV's approach to creating a child-safe organization and understanding of how risk management is linked to trainings
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Experience of:

- Extensive experience in delivering, supporting and/or overseeing the one or more of CISV International programmes
- In-depth understanding of best practices for dealing with challenges which may occur in the run-up and during the CISV programmes, and experience in dealing with those challenges accordingly
- Experience in providing advice and guidance
- In-depth understanding of one or more programme curriculums
- Understanding of the culture of volunteering in various regions
- Commitment to CISV values and Volunteering Agreement

Time commitment:

We anticipate a commitment of 8 hours per month (on average) during the programme season, and 4 hours per month (on average) outside the programme season.

Volunteer roles will be appointed for 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 Regional Manager. If 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.

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.

Other requirements:

Reference and clearance check

Safeguarding Training (Advanced)

Volunteer Agreement and Code of Conduct