

Terms of Reference: Programme Advisors Working Groups (Village, Youth Meeting, Step Up, Seminar Camp)

Purpose:

CISV relies on the experience and knowledge of its volunteers to deliver meaningful, impactful, safe and educational programmes for our participants. In order to support the delivery and development of programmes CISV establishes Programme Advisors Working Groups to support achieving the programme's aims and objectives.

Responsibilities:

The Programme Advisors Working Groups exist to

- provide support to programmes in the run-up and during the programme season,
- feed back to the Training Committee and the Education and Research Committee about the challenges and lessons learned so this could be factored into the future programme trainings
- to provide support to the Education and Research Committee with updates to the programme curriculum and resources

Position within Structure:

This is the working group of the Education and Research Committee made up of regional team members, specifically Programme Advisors.

Reporting:

As part of the Regional Team the Programme Advisors report to the Regional Manager. They also support the Education and Research Committee either directly or through the Chair with regards to developments and updates of the programme educational resources..

The Education and Research Committee Chair is an ad hoc member of all working groups. The Programme Advisor Working Groups will select a chair from their members who will attend the Education and Research Committee meetings to update them on the work and seek input as needed.

Cooperation with:

The Working Group is required to cooperate with:

- MSCs and Regional Teams
- Education and Research Committee
- Training Committee

- Regional Trainers
- Regional Managers
- NA / PA / Chapters to understand the needs of their volunteers who are involved in the programmes

Meetings:

The Working Group will meet on an ad hoc basis determined by the needs of the Education & Research Committee. In-person meetings, involving travel, are unlikely but if required this will be organised at the discretion of the Secretary-General.

Term and Time:

A total of six (6) hours of work a month is estimated for each member.

When working on updating programme curricula and resources and providing feedback for the training programmes, the group will be encouraged to organise online meetings as well as members will be required to volunteer independently in between the meetings to achieve required tasks.

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.

Competencies Required:

The Programme Advisors Working Groups consist of volunteers who have extensive experience of running and supporting the programmes, dealing with any issues that may occur during the preparation and the running of programmes, and are experienced in facilitating the programmes' curriculum. All members are expected to exhibit the base Attitudes, Skills and Knowledge outlined in the Volunteer Recruitment policy and procedures.

The following expertise needs to be present in the group, though not necessarily in each member:

- Extensive experience in running the programme, relevant to the working group subject knowledge area
- In-depth understanding of best practices for dealing with challenges which may occur in the run-up and during programmes, and experience in dealing with those challenges accordingly
- Experience in providing advice and guidance
- In-depth understanding of the relevant to the group subject knowledge area programme curriculum

- Understanding of the culture of volunteering in various regions
- Commitment to CISV values and Volunteering Agreement

Necessary support and training to fulfil the role as a Working Group member will be provided by the Chair of the Education and Research Committee.

Selection and Appointment Process:

Recruitment will be led by the Committee Chair or designate. Appointments to the Working Group must be approved by the Secretary-General.

One member of the Programme Advisors Working Groups will serve as a conduit between the Working Group and the Education and Research Committee and therefore will be required to occasionally sit at the Committee meetings.

All recruitment, management or change of personnel must be conducted in line with the CISV [Volunteer Recruitment Policy](#) and other policies approved by CISV International, and all members of the Working Group are required to commit to the principles outlined in the [Volunteer Agreement](#).