

Overview of the role

Most of the developmental work, on both the strategic and the operational level, within CISV takes place via Committees. Committees have various areas of expertise and influence (i.e. Finance, Diversity, Inclusion, Equality and Belonging, or volunteer Training and Education and Research).

The work of the Committees is delivered by Committee members who are experienced in the area of the Committee's work.

Committee Members work on various issues to develop or improve initiatives relevant to the Committee area of influence, which are raised to the committee by either Members or are identified via data and feedback analysis.

Responsibilities

- Work with the Committee Chair to deliver outputs relevant to the Committee's remit
- Attend Committee meetings and contribute to completing tasks as per the committee workplan
- Communicate with the Committee Chair and other committee members
- Analyse Members' proposals, feedback and data to identify areas of work for the Committee.
- Champion the work of the Committee to Members
- Interact with other Committees, working groups and Governing Board to deliver an integrated approach to developing CISV in all areas

Accountability

The Committee Members are responsible and are managed by the Committee Chair.

Working relationships

- Senior Manager: the Chair will work closely with the Senior Manager(s) (or a delegate) who is a member of the Committee. The Senior Manager will assist the Chair in their tasks.
- Other members of the Committee
- Secretary General and/or Governing Board members
- Members of other strategic or operational committees
- Members of the Regional Teams and other working groups
- National/Promotional Associations Representatives
- CISV Members and other volunteers

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 communicate with globally dispersed groups
- Ability to work with others and contribute to the team success
- Ability to plan and project manage
- 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 analyse and evaluate evidence
- Ability to think creatively

Knowledge of:

- Understanding of CISV's mission, vision and values
- Subject matter relevant to the Committees' area of work
- Knowledge of CISV International policies and procedures, particularly in relation to the Committee's area of work
- Knowledge of CISV structure at the local, national, and international levels
- High awareness of Diversity, Equality, Inclusion and Belonging

Experience:

- Relevant experience as outlined in the Committee's Terms of Reference documents

Training:

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:

Recruitment and safety checks

Volunteer Agreement and Code of Conduct