Role Adverts: What to include?

Role advertisements should contain the following information or provide direct links to the information:

i. **Link to website:** Link to website for more information about CISV as an international organization.

ii. **Role Profile:** Refer to CISV Programme Guides for details about role-specific responsibilities and C-03 Programme Basic Rules for age requirements. The role profile should also specify the skills, values and behaviors, aligned with CISV's values and the Positive Behaviour Policy.

iii. **Benefits of Volunteering:** To attract suitable candidates, highlight what volunteers can gain from the role, including any skills they may develop, and any training that they will undergo such as safeguarding online training.

iv. **Safeguarding Requirements:** This must include whether the positions entail a position of trust and responsibility, the expected frequency and level of contact with children, the commitment to the CISV Safeguarding Policy, and training requirements. Refer to Procedure 3: Safeguarding Education and Training for details about training requirements.

v. **Statement on CISV's Safeguarding Commitment:** Include a statement affirming CISV's commitment to safeguarding and provide a link to the CISV Safeguarding Policy. This helps to reassure individuals that CISV prioritizes safety and can discourage unsuitable candidates.

vi. **Statement on Vetting Checks**: Be transparent about the vetting checks conducted on applicants, including obtaining two written references and criminal reference checks. Refer to section 7. Vetting checks.

vii. **Link to Standardized Application Form:** Refer to section 3. Application Forms of the CISV Safeguarding Policy.

For editable role advert templates that meet the above CISV safer recruitment criteria and are suitable for Instagram, Facebook, or email, click here (to be added). For assistance with this please contact the CISV International Communications Officer.

