

**DRAFT**  
**THIS DOCUMENT IS FOR USE ONLY IN THE RECRUITMENT PROCESS OF THE RTF  
COORDINATOR IN THE AMERICAS IN SEPTEMBER/OCTOBER 2019**

**CISV INTERNATIONAL ROLE PROFILE FOR REGIONAL TRAINING FORUM (RTF) COORDINATOR**

The RTF Coordinator is a member of the Training and Quality Assurance Regional Delivery Team (see Terms of Reference) with a specific set of responsibilities set out in this role profile.

**RESPONSIBILITIES:**

The RTF Coordinator manages or helps to manage one or more RTFs in their region; they work together closely with the Training ReCo.

**A) Preparing the RTF**

- Coordinate with RTF host Chapter/NA following the RTF Hosting Guide
- Ensure that risk assessment of the RTF site is carried out
- Ensure that the RTF site meets requirements
- Provide information required for producing InfoPacks
- Manage registration
- Inform ReCos of trainer requirements (one or two trainers)
- Sift out fake registrations
- Support Visa applications
- Manage rooming list
- Promote trainings if necessary
- Cancel trainings if necessary

**B) During the RTF**

- Ensure that training materials are in place
- If needed, help hosts deliver the RTF

**C) After the RTF**

- Ensure that RTF evaluation is completed by attendees and help analyze and act on results

**KEY COMPETENCIES, KNOWLEDGE AND EXPERIENCE**

The same key competencies as described for the Training and Quality Assurance Regional Delivery Team apply. In addition, knowledge and experience in conference or event management is required.

**Term and Time**

The RTF Coordinator will be appointed for terms of 3 years. They may serve up to 2 full terms in the same position. After such time, they must retire from that position for a minimum of 3 years.