

CISV International Terms of Reference 2021 Global Conference Content Lead

Responsibilities

The conference Content Lead will oversee the development and execution of the conference agenda. They will be responsible for selecting sessions and speakers for the event, and will review proposed presentation content to ensure that all sessions are of a high quality and in line with the theme of the conference.

Working Relationships

The Content Lead will work closely with the Conference Coordinator, Logistics Lead, Registration Lead, and Communications Lead. They will be the primary Working Group contact for all conference speakers and presenters. The Content Lead will also oversee a small team of two people who will support with all aspects of the conference agenda and sessions. The role will also require close working relationships with additional team members who will be added in the year leading up to the conference.

Key Competencies

- Support the development of goals, theme, agenda, and content of the 2021 Global Conference
- Develop an agenda and corresponding content to support the goals and theme of the conference
- Organize and manage a call for presenters, facilitators, and entertainment
- Determine session topics under the guidance of the Chapter Development Committee and/or Governing Board
- In consultation with the Training & Quality Assurance Committee, ensure that sessions are appropriately vetted for quality and mix of content and methodology
- Source (as needed), engage, and serve as ongoing liaison with guest speakers, facilitators, masters of ceremonies, and entertainment
- Attend Global Conference team meetings, which will occur on a monthly basis, with additional frequency leading up to the event

Attitudes

- Commitment to CISV's mission and values
- Willingness to cooperate with other parts of CISV International
- Have a strong sense of responsibility and accountability
- Willingness to listen and learn
- Willingness to have all CISV Members at the heart of their work and decisions
- Willingness to raise the profile of CISV
- Willingness to challenge decisions and ask questions constructively



Skills

- Ability to work effectively in a group
- Ability to lead and manage volunteers effectively
- Ability to think and apply knowledge analytically and strategically
- Ability to be innovative
- Ability to think and act proactively
- Ability to exercise sound judgment
- Ability to work in virtual teams
- Ability to work well under pressure
- Commitment to continuous improvement
- Demonstrated time management skills
- Planning and organizing skills, ability to work to deadlines
- Proficient in Microsoft Office products

Knowledge

- Knowledge of CISV and our educational principles
- Experience in planning and evaluating sessions for a variety of audiences
- Understanding of CISV organizational structure
- Understanding of the structure and activities of International Junior Branch
- Understanding of the importance of communicating an accurate vision of CISV
- Formal or informal experience in event planning

Term and Time

The Global Conference Working Group aims to have the Content Lead in post by January 2020. The term of this position will extend until September 2021, following the Global Conference. Involvement may extend beyond this time frame if additional reporting is required.

Selection Process

Applications for this post will close on 14 October. Interviews will take place with select candidates in late October/early November 2019. Following interviews, references will be checked accordingly. The Global Conference Working Group anticipates selecting a successful candidate in December 2019, with a view of the work of Content Lead beginning January 2020.

