

COACHING ETHICS FORUM

CEF2028

Conference Team

Information for Applicants



2028 Conference Cycle

Coaching Ethics Forum (CEF)

A programme of Ethics Forum International

With the **Champions of Courage Awards (CoCA)**

Part of the Ethics Forum International global ethics ecosystem

Expressions of Interest

1. About CEF2028

The Coaching Ethics Forum (CEF) brings people together to engage seriously with ethics and ethicality in coaching, mentoring, leadership, and related professional contexts. CEF is a programme of Ethics Forum International (EFI), and the annual CEF Conference forms part of the wider EFI global ethics ecosystem.

CEF2028 will be developed and delivered with the support of an international and multidisciplinary Conference Team. The team combines defined areas of responsibility with collective contribution to the programme, participant experience, and wider conference community.

The Founder and Conference Chair retains overall responsibility for the direction, integrity, and delivery of the conference.

2. About the Conference Team

The Conference Team is a working team, not an honorary or advisory appointment. Members take responsibility for agreed areas of conference work, contribute to team discussions and programme thinking, and support the effective delivery of CEF2028.

The intended team structure includes:

- Speaker Liaison & Support Coordinators – 2 positions
- Sponsorship & Partnerships Coordinators – 2 positions
- Communications & Social Media Coordinators – 2 positions
- Champions of Courage Awards Coordinator – 1 position

Team members have defined portfolios, but the Conference Team works collaboratively. Members may contribute ideas, identify speakers, contributors, partners, and opportunities, support the participant experience, and share reasonable hosting and conference-day responsibilities.

3. Who We Are Looking For

We are looking for people who want to contribute actively to the work of CEF2028 and who can combine individual responsibility with collaborative working. Applicants do not need to come from a coaching background. We welcome perspectives from different professions, disciplines, sectors, cultures, and regions.

We are particularly interested in people who are:

- Autonomous and dependable: able to progress agreed work without needing close supervision, while recognising when consultation or a decision is needed.
- Collaborative: able to work constructively with others, share information, and contribute beyond their own portfolio when appropriate.
- Creative and resourceful: willing to bring ideas, notice possibilities, and find practical ways forward within agreed parameters.
- Organised and conscientious: able to keep track of communications, information, timelines, and commitments and follow through reliably.
- Clear and professional communicators: comfortable engaging with speakers, sponsors, partners, award recipients, team members, or wider audiences as relevant to the role.
- Proactive: willing to take initiative rather than wait to be directed at every stage.
- Thoughtful and discerning: able to exercise judgement, recognise boundaries, and raise uncertainties rather than make assumptions on behalf of CEF.
- Open and curious: interested in perspectives beyond their own professional, cultural, or disciplinary context.

- Respectful and relational: able to build and maintain constructive working relationships across an international community.
- Comfortable with shared responsibility and transparency: willing to work through shared role email accounts, CEF systems, and CEF storage so that information remains accessible and work can continue smoothly.

In forming the team, CEF will seek a strong international and multidisciplinary mix, bringing together people with different professional, disciplinary, cultural, and regional perspectives to enrich the work of the Conference Team.

4. Eligibility & Expected Engagement

Applicants should:

- Have attended at least one CEF Conference before joining the CEF2028 Conference Team.
- Have completed Ethics Beyond the Code™ or be willing to undertake it during the CEF2028 conference cycle if they have not previously completed the course.
- Be willing to participate actively in relevant meetings, communications, and agreed responsibilities.
- Be available to participate in CEF2028 and share reasonable hosting, liaison, or conference-day responsibilities as agreed.

A coaching background is not required. Relevant experience, perspective, networks, practical capability, and the ability to work well within the team are all important.

5. Conference Team Roles

Speaker Liaison & Support Coordinators

Speaker Liaison & Support Coordinators support communication, coordination, and practical liaison with CEF2028 speakers and contributors. This includes helping speakers navigate agreed timelines and requirements, following up for information and materials, communicating established conference arrangements, maintaining accurate records, and helping speakers experience the conference process as welcoming, clear, and professional.

Sponsorship & Partnerships Coordinators

Sponsorship & Partnerships Coordinators support sponsorship and partnership engagement connected to CEF2028. They maintain relationships and agreed communications with prospective and confirmed sponsors, partners, and Ethics Advocates; keep relevant information and follow-up organised; support agreed sponsor visibility and participation; and track agreed sponsorship deliverables so that CEF fulfils its commitments to sponsors.

Communications & Social Media Coordinators

Communications & Social Media Coordinators support conference communications, visibility, and social media activity. They work with agreed CEF messaging, visual resources, conference information, and priorities; help prepare and coordinate communications; support visibility for speakers, sponsors, the programme, and the conference; and bring forward communication ideas and opportunities.

Champions of Courage Awards Coordinator

The Champions of Courage Awards (CoCA) is a separate initiative within the wider Ethics Forum International ecosystem. The CoCA Coordinator participates in the CEF2028 Conference Team to coordinate the Awards contribution to the conference, including liaison with Award recipients and coordination of their involvement in CEF2028.

6. How the Team Works

CEF encourages initiative, thoughtful contribution, and practical problem-solving within each team member's agreed area of responsibility. Routine work can progress using agreed processes, materials, information, and parameters.

Team members are expected to work collegially and responsibly: progressing agreed responsibilities, communicating early when circumstances change, sharing information needed by others, respecting role boundaries, and raising concerns or uncertainties in a timely way.

7. Time Commitment & the Conference Cycle

The time required varies according to the role, the stage of the conference cycle, and agreed responsibilities. There may be busier periods during conference preparation, but CEF works toward having substantive preparation completed approximately one to two weeks before the conference.

During the final week, activity should generally be limited to ongoing promotion, responding to emerging needs, and supporting speakers, sponsors, participants, Award recipients, or others where required. Team members are also encouraged to allow time for rest in preparation for the Conference itself.

Team members are expected to contribute reliably to agreed tasks and meetings and to communicate promptly if their availability changes.

8. What Conference Team Members Receive

Being part of the CEF2028 Conference Team offers an opportunity to contribute to an international conference focused on one of the most important questions facing coaching, mentoring, leadership, and professional practice: how we engage seriously with ethics and ethicality in a changing world.

Conference Team members will have the opportunity to:

- Contribute meaningfully to the development and delivery of an international conference dedicated to ethics and ethicality.
- Work alongside and build relationships with people from different professional, disciplinary, cultural, and regional contexts.
- Engage directly with speakers, contributors, sponsors, partners, Award recipients, and others involved in CEF2028, according to their role.
- Develop experience in international conference planning, coordination, communication, relationship-building, and collaborative working.
- Contribute ideas and perspectives to the development of the conference and its participant experience.
- Include their appointment to the CEF2028 Conference Team in their professional biography, CV, résumé, and or professional profile.
- Be recognised as a member of the CEF2028 Conference Team in appropriate CEF communications and/or on the CEF website.
- Receive Associate Membership of Ethics Forum International for the period of their appointment.

9. Appointment

Conference Team roles are unpaid volunteer appointments for the CEF2028 conference cycle.

Successful applicants will receive the relevant Volunteer Agreement setting out the responsibilities and expectations associated with their appointment. The Champions of Courage Awards Coordinator is appointed under the separate CoCA volunteer arrangements.

10. Applying

Applications will be made through the CEF2028 Conference Team application portal. Applicants will be asked about their preferred role or roles, previous CEF Conference attendance, Ethics Beyond the Code™ completion or intended completion, relevant experience and capabilities, what they would bring to the Conference Team, and their availability for the conference cycle.

In considering applications, CEF will seek to form a Conference Team that brings together a range of professional, **disciplinary, cultural, and regional perspectives.**

Application Timeline

Applications open: Friday, 11 September 2026

Applications close: Saturday, 6 February 2027

Appointments confirmed: Saturday, 27 February 2027

Questions about the Conference Team or application process can be directed to:

<https://ethicsforuminternational.com/contact/>

Ethics Forum International
www.ethicsforuminternational.com

Coaching Ethics Forum
www.coachingethicsforum.com

Champions of Courage Awards
www.championsofcourage.com

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