

Role Description | Train the Trainers 2019 Coordinator

Accountable to | Events Officer

Purpose of the Role

- To coordinate and facilitate the organisation and development of the Train the Trainers (TtT) along with their Organising Committee

Main Responsibilities

- To chair and coordinate the Organising Committee in their tasks related to administration, logistics, marketing and finances.

Tasks

- Chairing the Organising Committee
 - Appointing and managing the local Organising Committee (Org.Com) and frequently reporting to the Events Officer and Training Office Coordinator in order to ensure an efficient flow of information;
 - Ensuring that the Org.Com adheres to EFPSA's Statutes & Domestic Regulations, Corporate Visual Identity (CVI), official communication channels and working practices;
 - Ensuring the sharing of the Knowledge Transfer, the EFPSA Minimal Requirements and other relevant documents with the Org.Com;
 - Ensuring contact with the EFPSA Finance Office and other relevant teams;
 - Ensuring that an Action Plan is made and adhered to and that the tasks are delegated accordingly.
- Coordinating the administrative aspects
 - Secure avenue fitting the EFPSA Minimal Requirements and the Event specific requirements;
 - Handling logistical aspects of the event and documentation;
 - Providing participants with all necessary information on the website in a timely manner and ensuring adequate, professional and timely communication

- Coordinating the financial aspects
 - Making the preliminary and final budget for the event;
 - Searching for potential partners, sponsors, grants or other financial or material support.
- Coordinating the marketing aspects
 - Taking care of the external image of the event and ensuring a uniform design for all the materials;
 - Preparing and scheduling a promotional wave.
- Coordinating the social aspects
 - Providing opportunities for social interaction and networking;
 - Organising an evening social programme;
 - Organising an excursion.

Requirements

- Organisational skills;
- Project management skills;
- Communication skills;
- Leadership skills.

Please note that EFPSA's positions are always being developed, therefore, there may be slight variations to this document since it was produced. If you would like to ask any questions, receive additional insight or state an interest in this position, please contact the current Events Officer (events@efpsa.org) or Training Office Coordinator (trainings@efpsa.org).