

Role Description | Trainer's Community Responsible

Team | Training Office
Accountable to | Training Office Coordinator, Vice President

Purpose of the Role

- Facilitating cooperation and communication between the trainers in EFPSA's Trainers' Community and developing EFPSA's Training System

Main Responsibilities

- To manage and develop EFPSA's Trainers Community and EFPSA's Trainers' Pool
- To supervise the application procedure into EFPSA's Trainers' Community and EFPSA's Trainers' Pool
- Contact with External and National Trainers interested in joining EFPSA Trainers' Pool
- To manage and develop EFPSA's Trainers' Community
- To supervise and develop the Mentoring System
- To supervise Trainers' Hoodies and Jackets order

Tasks

- To review the applications of EFPSA and external TtT graduates to the EFPSA Trainers' Community and to the EFPSA Trainers' Pool with the Training Office and providing the applicants with the relevant feedback
- To promote the TraC and reporting the significant outcomes of the Event in collaboration with the Training Events Responsible
- To supervise the mentoring system within the Training Office through the development of its structure, the recruitment of mentors and evaluation with mentors and mentees
- To organise regular Trainers' Chats and reporting any significant outcomes to the Community
- To create newsletters for the Trainers' Community in cooperation with the Training Image Responsible
- Sharing training opportunities for EFPSA and non-EFPSA events and initiatives through Trainers Pool and Training Express Google groups
- To keep the Trainers' Community engaged and active via social media in cooperation with Training Image Responsible
- To improve the structure of the EFPSA Training System by coordinating and overseeing projects

- To develop and maintain an up to date contact database of the Trainers' Community
- To organising and facilitating Trainers' Meetings during EFPSA Events (Congress & the Joint Executive Board and Member Representatives Meeting)
- To support trainers in organising the EFPSA Day - providing them with the materials to promote and deliver
- In collaboration with Training Image Responsible, select the Trainers' Hoodies, Jackets and other merchandise and order them
- Open the call for trainers order their jackets and other merchandise
- Contact with external and national trainers willing to join the EFPSA Trainers'Pool, organise Open Doors Skype meetings and review their applications in collaboration with Training Office Coordinator.

Requirements

- Strong command of English language
- Being an EFPSA Trainer
- Interest in the development of training within EFPSA
- Connection with and commitment to the EFPSA Trainers' Community

Please note that EFPSA's roles 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 TO Coordinator on trainings@efpsa.org.