

Role Description | Internal Training Responsible

Team | Training Office

Accountable to | Training Office Coordinator, Vice President

Purpose of the Role

- Facilitating the support, cooperation, and communication between the trainers in EFPSA's Trainers' Community and the EFPSA Working Community

Main Responsibilities

- To support the personal and professional development of EFPSA and its active members, in collaboration with the Human Resources Responsible
- To support the EFPSA Working Community through the promotion of training sessions according to their needs
- To communicate with the EFPSA Working Community and the Board of Management

Tasks

- To support the training sessions delivery at EFPSA Events, ensuring an effective and efficient follow-up
- To maintain close communication with the Human Resources Responsible throughout the mandate to continuously align in the development of training opportunities with the needs of the Working Community
- To promote training sessions and their advantages to the Working Community
- To regularly offer and organise support for the whole Working Community in the form of online training sessions, facilitation of team meetings and creating material for an online learning platform throughout the mandate
- To carry out needs analyses for the Working Community Team Training Sessions for Congress and the Joint Executive Board and Member Representatives Meeting, in collaboration with the Human Resources Responsible
- To collaborate with the Vice President and the Training Office Coordinator on the coordination of the Working Community's Training Sessions for the Congress and the Joint Executive Board and Member Representatives Meeting
- To be responsible for the Call for the Trainers' Teams at the Congress
- To coordinate the Trainers' Teams at the Joint Executive Board and Member Representatives Meeting
- To review the training materials of EFPSA campaigns like "Mind the Mind" and "Better Together", as well as to evaluate the success of the training sessions

Requirements

- Strong command of the English language
- Structured working style

- Being an EFPSA Trainer
- Interest in the development of training within EFPSA
- Connection with and commitment to the EFPSA Working 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 interest in this position, please contact the current TO Coordinator at trainings@efpsa.org