

Role Description | Training Office Coordinator

Team | Training Office

Accountable to | Vice President

Purpose of the Role

- To maintain and develop the training system in EFPSA

Main Responsibilities

- To oversee and coordinate the work of the Training Office
- To maintain a constant flow of communication with the Vice President
- To take care of the Training Office's budget
- To ensure the quality of training sessions and the EFPSA Training System
- To collaborate with the Trainers' Community Responsible on the sustainable development of the Community
- To ensure that the Training Office and the Trainers' Community work in line with EFPSA's and EFPSA Training Office's Mission, Vision and Values
- To ensure high-quality training sessions and transparency of the Training Office's work
- To aid in writing and coordinating of possible grants together with the Finance Office and the Training Events Responsible

Tasks

- To support and oversee the work of all Training Office members
- To schedule and facilitate weekly TO meetings and striving to have at least one face-to-face Training Office Meeting per mandate
- To take care of documentation and archiving of the Training Office's practices
- To apply for grants and seek financial and other support from external partners
- To coordinate the Trainers' Team for EFPSA Train the Trainers
- To keep contact with external and national trainers willing to join EFPSA Trainers' Pool, organise Open Doors Skype meetings and review their applications in collaboration with Trainers' Community Responsible and External Training Responsible

Requirements

- Strong command of the English language
- Structures working style
- Being an EFPSA Trainer (preferably EFPSA experience)
- Leadership and delegation skills
- Proactive approach
- Motivation and ability to motivate others
- Interest in developing the EFPSA Training System
- Availability and willingness to be present in internal and external training events

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