

Role Description | Training Events Coordinator

Team | Events Office

Accountable to | Events Officer

Purpose of the Role

- Assisting the Events Officer in ensuring the managing process of EFPSA Training Events is conducted according to the standards and requirements of EFPSA.

Main Responsibilities

- To provide support and guidance to the Organising Committees (Org Coms) of the Train the Trainers Summer School (TtT), Train Advanced Trainers (TAT), and EFPSA Academy (EA) and to assist the Training Office in organising Trainers' Meeting (TRAM) and Trainer's Conference (TraC), if needed.
- To provide help and assistance to the Events Officer and the Events Coordinator in their duties.
- Regularly communicating with the Team Member of the Events Office about the documents that would need updating.

Tasks

- Supporting and guiding the Org Coms:
 - oHelping the teams with setting up an effective team structure and providing them with relevant EFPSA documentation and information.

- o Helping the teams get familiarised with documents provided by EFPSA
 - o Answering questions, attending to requests and providing feedback to the teams in a prompt, effective and supportive manner.
 - o Collecting and reviewing the teams' Action Plans, preliminary budgets and final budgets.
 - o Facilitating the contact between an Org Com and other EFPSA teams.
Introducing the Org Coms to EFPSA's official channels of communication.
 - o Ensuring a thorough Knowledge Transfer between Org Com Coordinators.
- Ensuring the teams' financial stability, quality and fulfilment of tasks:
- o Collecting, reviewing and providing the Org Coms with feedback on their preliminary budget in cooperation with the Finance Officer.
 - o Ensuring the composition of a final budget.
 - o Ensuring adherence to EFPSA Events' Minimal Requirements and CVI.
 - o Updating the documentation pertaining to specific events and their organisation.
 - o Collecting anonymous feedback from participants, Org Com knowledge transfer documents and general event information data after the events' completion and sending this information to Data Management Responsible for archiving purposes.
Collecting additional documents created by the Org Coms: final budget, action plan, signed contract with the venue, sponsorship package, info package, booklet, portfolio, email text to sponsors, the logo of the event.
 - o Ensuring the timely promotion of Events and Calls.
 - o Updating EFPSA website's Training Events information in cooperation with the Web Support Coordinator.
 - o Ensuring the safety of personal data in adherence to EFPSA's privacy policy.

- Cooperating with the EFPSA Events Officer and Events Coordinator:
 - Regular reporting to the Events Officer about the progression of the Org Coms that are overseen by the Training Events Coordinator.
 - Providing the Events Officer with action plans, budgets, portfolios and promotional materials of the teams that are overseen by the Training Events Coordinator
 - Facilitating the communication between the Events Officer and the Org Coms overseen by the Training Events Coordinator.
 - Working together on the revision of documents, knowledge transfers and other supporting materials.
 - Helping and assisting the Events Officer and Events Coordinator with any tasks they need support in.

Requirements

- Organisational skills
- Communication skills
- Basic knowledge of budgeting and financial matters
- Knowledge of EFPSA 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 Events Officer atevents@efpsa.org.