

Role Description | EFPSA Research Programme (RP) Coordinator

Team | EFPSA Research Programme Team

Accountable to | Academic Affairs Officer

Purpose of the Role

- To oversee and coordinate the EFPSA Research Programme and all its aspects.

Main Responsibilities

- To coordinate and oversee the work of the team and its individual tasks;
- To manage the external image of the EFPSA RP;
- To facilitate the communication within the RP Team, associated entities and the Academic Affairs Officer;
- To oversee and actively participate in the selection of supervisors, participants, topics and themes within the EFPSA RP framework;
- To maintain a constant flow of communication with the Academic Affairs Officer.

Tasks

- Coordinating and overseeing the work of the Team and its individual tasks
 - Ensuring that an Action Plan is made and adhered to and that tasks are delegated accordingly;
 - Ensuring that the team adheres to EFPSA's Statutes, Domestic Regulations, Corporate Visual Identity (CVI), official communication channels and working practices;
 - Ensuring the sharing of the Knowledge Transfer and other relevant documents with the team;
 - Providing active support, guidance and help to the team in their tasks;
- Managing the external image of the EFPSA RP
 - Managing the RP websites and social media together with the Team Member;

- Facilitating the communication within the RP Team and associated entities
 - Ensuring the communication flow between the Advisory Board, RP Team, Research Teams, RSS Organising Committee and other teams;
 - Ensuring regular and adequate communication with the Advisory Board;
 - Liaising between the RP Team and the Academic Affairs Officer through frequent updates and regular contact
- Overseeing and actively participating in the selection of participants, topics and themes within the RP framework
 - Coordinating and organising the Call for RSS Supervisors & participants;
 - Participating in the selection of the theme, supervisors and participants of the RSS;
 - Communicating with the RSS Organising Committee;
 - Continuous communication with the Journal of European Psychology Students (JEPS);
 - Communication with Training Office regarding the online trainings for research teams;
 - Communication with the Congress Org Com for the attendance at the Congress

Requirements

- Organisational skills;
- Communication skills;
- Leadership Skills;
- Background and interest in research, encouraged but not necessary;
- RSS and/or RP experience, encouraged but not necessary.

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 Academic Affairs Officer on academic@efpsa.org.