

## **Role Description | Project Responsible of Organised Acts of Kindness\***

*Team* | Social Impact Initiative (SII)

*Accountable to* | Social Impact Coordinator, Vice President

### *Purpose of the Role*

- Conducting, maintaining, evaluating and developing the Organised Acts of Kindness (OAK) Campaign of the Social Impact Initiative Team, incentivising people to do random acts of kindness through using positive psychology tools.

### *Main Responsibilities*

- To lead and oversee the OAK Campaign in collaboration with the SII Coordinator
- To provide ideas for the improvement of the OAK Campaign as well as ideas for current and potential future projects of the SII
- To get acquainted with positive psychology tools and ensure the OAK content is up to date
- To actively search for ways of financing for the OAK Campaign
- To manage the official social media accounts of the Campaign

### *Tasks*

- Focusing on the development, improvement and refinement of the Organised Acts of Kindness Campaign through gathering and analysing the feedback received
- Actively searching for grants and partnership opportunities for the ongoing Social Impact Initiative's projects
- Updating any OAK materials so that they are up to date and of high quality
- Actively searching for improvement of the OAK content, ensuring that content shared on OAK's social media is evidence-based
- Maintaining OAK webinars with professionals
- Organising online workshops
- Organising the OAK Letters, making sure that each member of the Working Community receives an OAK letter at least once a year
- Communicating with our partner "A Creative Pause" and overseeing workshops
- Mentoring the delegated countries in Mind the Mind or Better Together throughout the Campaign (not mandatory, only if you have experience in these specific campaigns)
- Overseeing and writing a grant to finance the expenses of OAK in collaboration with the Finance Office

### *General*

- Helping the SII Coordinator in overseeing the OAK Campaign
- Participating in online meetings, emails and any other kind of team communication on various platforms
- Communicating and collaborating with the External Relations Coordinator on external

- projects in relation to the Campaign
- Providing any interested externals with information of the campaign via email
  - Taking care of OAK's social media pages (Facebook and Instagram), including planning, researching and creating posts
  - Contributing to the team's action plan and working towards its realisation
  - Delegating tasks to the Team Members

### *Requirements*

- A strong command of the English language
- Time-management skills
- Organisational and project management skills
- Assertive communication with both externals and internals
- Delegation and feedback skills
- Motivational skills
- Good communication skills both written and spoken
- Expressed interest in ongoing issues in society
- Social media management skills

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 Social Impact Initiative Coordinator on [socialimpact@efpsa.org](mailto:socialimpact@efpsa.org) or the Vice President on [vicepresident@efpsa.org](mailto:vicepresident@efpsa.org).

*\*Please note that this change is pending approval at March e-voting, 2021*