

Role Description | Events Officer

Accountable to | Presidential Office

Purpose of the Role

- To oversee, guide and support the Events Office and the organisational process of all EFPSA Events and their Organising Committees (Org Coms).

Main Responsibilities

- To provide support and guidance to the Organising Committees (Org Coms).
- To ensure financial stability, quality and completion of EFPSA events according to EFPSA's Statutes and Internal Regulations.
- To provide support and guidance to the Events Office.
- To oversee the work of the Events Coordinator, Training Events Coordinator and Events Office Team Member in relation to the Events Office and Org Coms.
- To schedule and open calls for Organising Committees.
- To chair the Selection Committees responsible for choosing Org Com Coordinators.
- To help the Board with reaching and developing the Strategic Plan.
- To partake in regular Board obligations.

Tasks

- Supporting and guiding the Org Coms.
 - Ensuring a thorough Knowledge Transfer between EFPSA and Org Com Coordinators.
 - Assisting Org Coms in setting up an effective team structure.
 - Providing Org Coms with relevant EFPSA documentation and information.
 - Answering questions, attending to requests, questions and difficulties of teams in a prompt, respectful and supportive manner.
 - Collecting and reviewing teams' Action Plans.
 - Facilitating contact between Org Coms and other EFPSA teams.

- o Ensuring a good communication flow within Org Coms as well as between Org Coms and their respective Events Office responsible (Events Coordinator or Training Events Coordinator).
- o Introducing the Org Coms to EFPSA's official channels of communication.
 - Collecting regular updates on Org Coms' work directly or through Events Coordinator or Training Events Coordinator.
- o Ensuring financial stability and quality of EFPSA events as well as the fulfilment of pre-event, event and post-event tasks of Org Coms.
 - Collecting, reviewing and providing the Org Coms with feedback on their preliminary budget in cooperation with the Finance Officer.
 - Facilitate communication with the Finance Office.
 - Ensuring the composition of a final budget.
 - Collecting regular reports from the Org Coms.
 - Ensuring adherence to EFPSA Events' Minimal Requirements and Corporate Visual Identity.
 - Overseeing events' websites, Facebook and Instagram pages, events and groups as an administrator.
- o Assisting the Events Office Team Member in updating the documentation pertaining to specific events and their organisation.
- o Collecting participants' event evaluation forms, Knowledge Transfer documents and additional data after the events' completion from Org Coms.
- o Ensuring the timely promotion of events and Org Com open calls.
- o Ensuring the safety of personal data in adherence to EFPSA's GDPR.
- o Ensuring teams are provided with all relevant EFPSA related information.
- o Ensuring that Org Coms implement the Working Community Discount for all EFPSA events.
- Events Office
 - o Providing support and guidance in the fulfilment of their tasks.
 - o Overseeing, supporting and guiding the work of Events Coordinator and Training Events Coordinator in relation to their Org Coms.
 - o Overseeing, supporting and guiding the Events Office Team Member in fulfilment of their tasks.
 - o Providing the Events Office with any relevant documentation and information whenever needed.

- o Frequently collecting work updates via Pre-Meeting Updates.
- o Making sure the working practices of the Events Office is in accordance with EFPSA's Statutes and Internal Regulations.

General requirements for the position of a Board member (insert link)

Requirements specific to this role

- Project management skills.
- Basic website editing skills.
- High adaptability to diverse working environments.
- Previous Events Office and/or EFPSA Org Com experience is encouraged, but not essential.
- Knowledge of budgeting and financial matters is encouraged, but not essential.

Time Investment

- Availability to work on average 15-17 hours a week for EFPSA and flexibility in allocating time during the week.
- Should you be concerned about the time investment, please do not hesitate to contact any current or past Board members. Many before you have taken this opportunity successfully while simultaneously studying or working.

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 (events@efpsa.org).