

Role Description | Coordinator of the Joint EB&MR Meeting 2022

Accountable to | Events Officer

Purpose of the Role

- To coordinate and facilitate organisation and development of the Train the Trainers (TtT) along with their Organising Committee.

Main Responsibilities

- To chair and coordinate the Organising Committee in their tasks related to administration, logistics, marketing and finances.

Tasks

- Chairing the Organising Committee:
 - Recruiting and managing the local Organising Committee (Org Com), while collaborating with the Events Officer and Training Events Coordinator.
 - Frequently reporting to the EFPSA Events Office (Training Events Coordinator) in order to ensure an efficient flow of information.
 - Ensuring that the Org Com adheres to EFPSA's Statutes & Internal Regulations, Corporate Visual Identity (CVI), official communication channels and working practices.
 - Ensuring the sharing of the Knowledge Transfer, the EFPSA Event Minimal Requirements Document and other relevant documents with the Org Com.
 - Ensuring contact with the EFPSA Finance Office and other relevant teams.
 - Ensuring that an Action Plan is made and adhered to and that the tasks are delegated accordingly.
 - Ensuring the completion of EFPSA Post-event tasks.
- Coordinating administrative aspects of the event:
 - Securing a venue fitting the EFPSA Event Minimal Requirements Document.
 - Handling logistical aspects of the event and the documentation.
 - Providing participants with all necessary information on the website in a timely manner and ensuring adequate, professional and timely communication.

- Coordinating financial aspects of the event:
 - Making the preliminary and final budget for the event.
 - Searching for potential partners, sponsors, grants or other financial or material support.
- Coordinating marketing aspects of the event:
 - Taking care of the external image of the event and ensuring a uniform design for all materials.
 - Preparing and scheduling a promotional wave.
- Coordinating social aspects of the event:
 - Providing opportunities for social interaction and networking.
 - Creating an evening social programme.
 - Organising the excursion.

Requirements

- Organisational skills;
- Project management skills;
- Communication skills;
- Leadership skills;
- Time-management;
- Ability to work in a team;
- Availability to work online;
- A strong command of the English language;
- Being a psychology student or having graduated in psychology no longer than two years ago.

Please note that EFPSA's positions are always being developed, therefore, this document might be susceptible to change. If you would like to ask any questions, receive additional insight or state an interest in this position, please contact the current Events Officer at events@efpsa.org.