Role Description | Training Events Responsible

Team | Training Office (TO)
Accountable to | Training Office Coordinator; Vice President

Purpose of the Role
- To oversee EFPSA’s Training Events and ensure their quality.

Main Responsibilities
- To oversee the EFPSA Training events,
- To ensure the quality of the events,
- To promote the events with the help of the Events Office,
- To document all the outcomes of the events,
- (If applicable) To prepare materials for the EYF grant with the help of the Training Office Coordinator.

Tasks
- To take care of the EFPSA Training Events (TAT, TtT, EA, TRAM and TRAC) by overseeing the work of the Trainers’ Team and facilitating communication with the Organising Committees (Org Coms) via the Events Office,
- To be responsible for analysing and deciding on topics for the open training sessions for the participants at the Congress, in collaboration with Internal Training Responsible (ITR),
- For each event: To report the process to the Training Office – connecting Org Com, Trainers’ Team, Events Office and the Training Office,
  - o To create the plan of promotion for the events with the help of the Events Office,
  - o To select the Trainers’ Team Coordinator with the help of the Training Office Coordinator,
  - o To select the ‘Trainers’ Team with the help of the Trainers’ Team Coordinator,
  - o To assist the Trainers’ Team with the selection process of the participants,
  - o To ensure that the theories presented during the events are evidence-based,
- To support the training sessions delivery at EFPSA Events, ensuring an effective and efficient follow-up,
- To oversee the follow-up of the event and evaluation process,
- To co-create the topic selection of Train Advanced Trainers (TAT) with the assistance of HIVE (i.e. the community of graduates of the Train Advanced Trainers event),
- To be responsible for choosing the topic of EFPSA Academy,
- To actively promote TRAM and TRAC with the help of the Events Office,
To collaborate closely with the Training Events Coordinator,
To write up and finalise the handbooks from EFPSA Training Events with the help of the Training Image Responsible (TIR),
To oversee and write, with the help of the Training Office Coordinator, the EYF grant in collaboration with the Grants Office,
To collaborate with the ITR for supporting Org Coms with training sessions by facilitating communication between the Training Office and Org Coms,
To collaborate with the External Training Responsible on topics related to the participation of external trainers in EFPSA Training Events,
To collaborate with the Training Community Responsible for the organisation of TRAC.

Requirements
- A strong command of the English language,
- Well organised and structured working style,
- Being an EFPSA Trainer,
- Organisation and coordination experience is strongly encouraged, but not essential.

About being an EFPSA Trainer

EFPSA Trainers are a selection of trainers whose quality has been evaluated and approved by the Training Office. Only these trainers are qualified to deliver for EFPSA within and outside of the organisation under the title of EFPSA Trainer.

The first step in Joining the EFPSA Trainers Pool is to participate in an EFPSA Train the Trainers (TtT) event or an equivalent trainers education (the evaluation of which is the subject of the Training Office). After successful graduation from the TtT, you will be asked to deliver 10 hours of training and documentation containing session outlines, training reports, motivation letter and training portfolio (in English) to the Training Office.

You will receive feedback on your application and be informed whether or not you have been accepted into the Trainers Pool. Through this, you can then deliver in the name of EFPSA, access training calls and be active within our Training Community.

EFPSA Trainers interested in applying for the Training Office are required to send an EFPSA Trainer certificate or other documentation as proof of being an EFPSA Trainer.

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 TO Coordinator at trainings@efpsa.org