

## **Role Description** | External Training Responsible

*Team* | Training Office

*Accountable to* | Training Office Coordinator, Vice President

### *Purpose of the Role*

- To create and facilitate cooperation with other organisations in the training field and support training systems on a national level

### *Main Responsibilities*

- To keep the database of external contacts updated
- To create and maintain sustainable partnerships with other NGOs and companies
- To seek opportunities outside EFPSA for EFPSA Trainers
- To support national training activities and Training Offices

### *Tasks*

- To facilitate the sharing of knowledge, materials and practices between EFPSA Trainers, national trainers and external trainers
- To support Training Events Responsible in organising the external training events (TRAM, EA, TAT)
- To represent EFPSA at external training events
- To be part of networks connecting trainers around Europe
- To stay in touch with YNGO TN and represent EFPSA Training Office in their meetings
- To ensure all created partnerships are documented and followed-up while liaising with the EFPSA Partnerships Coordinator
- To maintain the internship database and looking for new internship possibilities
- To create and maintain the EFPSA Training Portfolio along with the Training Image Responsible
- To create the database of the national training system and to keep it updated
- To support the development of the training activities in MOs
- To support the establishment of Train the Trainers events on a local and national level
- To provide help and support motivated national trainers to get involved in EFPSA
- To promote the opportunity of becoming EFPSA trainer to external/national trainers
- To be part of the process of accepting external/national trainers into EFPSA Training Community and EFPSA Training Pool

### *Requirements*

- Structured working style
- Strong command of the English language
- Interest and preferably experience with training activities in external organisations or in establishing national TtT
- Availability and willingness to attend external training events
- 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](mailto:trainings@efpsa.org)