

Role Description | EFPSA Community Responsible (CR)

Team | Human Resources Office (HRO)

Accountable to | Human Resources Coordinator (HRC); Secretary General

Purpose of the Role

- Foster the well-being of individuals and teams within the EFPSA Working Community and strengthen the sense of community for the Working Community.
- Managing the “cross-teams” internal communications of the Federation in order to make sure that every member of the Working Community is aligned with the Mission, Vision and Values and up-to-date with the latest news of teams within EFPSA.

Main Responsibilities

- Fostering the well-being of the Working Community through the “Well-being Project”.
- Researching, identifying and applying benefits of voluntary work within EFPSA.
- Maintaining and improving the internal communications in EFPSA.
- Performing quarterly Team Reports, focusing on team achievements, ongoing and future tasks.

Tasks

- Taking part in meetings of the Human Resources Office (HRO) every two weeks.
- Organising and hosting regular online social meetings for the Working Community (e.g. social nights, monthly challenges, Self-check Mondays).
- Collaborating closely with the Internal Training Responsible (ITR) and the Human Resources Responsibles (HRRs) in regards to the maintaining of the well-being of all teams.
- Collecting and sharing internal monthly updates of the Working Community to increase the visibility of accomplished work (i.e., ‘EFPSAnaut Shoutouts’).
- Participating in recommending improvements for the Working Community and implementing changes based on the evaluation processes.
- Together with the Coaching & Mediation Responsible (CMR), organising, conducting, and evaluating short quarterly Team Reports, focusing on team achievements, ongoing and future tasks.
- In collaboration with the Social Impact Initiative (SII), creating infographics about achievements and facts about mental health, volunteering and community psychology.

Requirements

- Curiosity to learn about new tools, games and activities that could be applied to an online community,
- Organisational skills,
- Structured working style,
- Strong command of the English language,
- Proactive attitude, especially in the online environment,
- Excellent communication skills,
- Knowledge of EFPSA structure (preferred),
- Previous experience in the EFPSA working community (preferred),
- Experience with facilitating online activities/online engagement (preferred),
- Strong interest and knowledge of Community, Social, and Work Psychology (preferred),
- Aspiration for motivating others,
- Creativity,
- Willingness to develop and improve the role.

Please note that roles in EFPSA 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 Secretary General at secretary@efpsa.org.