

Role Description | External Training Responsible

Team | Training Office (TO)

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 of EFPSA's Member Organisations (MOs).

Tasks

- To facilitate the sharing of knowledge, materials and practices between EFPSA Trainers, national trainers and external trainers,
- To support Training Events Responsible for 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 while liaising with the EFPSA Partnership Coordinator,
- To maintain the internship database and look for new internship possibilities in collaboration with Study and Travel Abroad (STA),
- 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 Member Organisations (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 an EFPSA trainer to external/national trainers,
- To be part of the process of accepting external/national trainers into the EFPSA Training Community and EFPSA Trainers' Pool.

Requirements

- Well-structured working style,
- A 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.

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