

Role Description | Trainers' Community Responsible

Team | Training Office

Accountable to | Training Office Coordinator; Vice President

Purpose of the Role

- Facilitating cooperation and communication between the trainers in EFPSA's Trainers' Community and developing EFPSA's Training System.

Main Responsibilities

- To manage and develop EFPSA's Trainers Community and EFPSA's Trainers' Pool,
- To supervise the application procedure for the EFPSA's Trainers' Community and EFPSA's Trainers' Pool,
- To contact External and National Trainers interested in joining EFPSA Trainers' Pool,
- To manage and develop EFPSA's Trainers' Community,
- To supervise and develop the Mentoring System.

Tasks

- To review the applications of EFPSA and external TtT graduates to the EFPSA Trainers' Community and the EFPSA Trainers' Pool with the Training Office and provide the applicants with the relevant feedback,
- To promote the TraC along with the Training Image Responsible,
- To report the significant outcomes of the event in collaboration with the Training Events Responsible,
- To supervise the mentoring system within the Training Office through the development of its structure, the recruitment of mentors and evaluation of mentors and mentees,
- To organise regular Trainers' Chats and report any significant outcomes to the community,
- To share training opportunities for EFPSA and non-EFPSA events and initiatives through the Trainers Pool and Training Express Google groups,
- To improve the structure of the EFPSA Training System by coordinating and overseeing projects,
- To keep an updated EFPSA Trainer Database, that has to be renewed every three years, in collaboration with the Data Analyst Responsible,
- To organise and facilitate Trainers' Meetings during EFPSA Events (the Congress and the Joint Executive Board and Member Representatives Meeting),

- To contact external and national trainers willing to join the EFPSA Trainers Pool, organise Open Doors Online meetings and review their applications in collaboration with the External Training Responsible and Training Office Coordinator,
- To be responsible for opening the call for the trainers at the Congress.

Requirements

- A strong command of the English language,
- Well-structured work style,
- Being an EFPSA Trainer,
- Interest in the development of training within EFPSA,
- Connection with and commitment to the EFPSA Working Community & Trainers' Community.

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