

Role Description | Training Image Responsible (TIR)

Team | Training Office (TO)

Accountable to | Training Office Coordinator; Vice President

Purpose of the Role

- To create and maintain the professional and sustainable image of EFPSA Training.

Main Responsibilities

- To be a bridge between the outside world (especially psychology students) and the EFPSA Trainers as well as the Training Office (TO) by:
 - Creating and maintaining the social media presence of the EFPSA Training System and the Trainers' Community (TraC)
 - Creating updates and content representing the Training Office, Trainers' Community and EFPSA training sessions
 - Ensuring new pictures of EFPSA trainers are taken each mandate at the Congress,
 - Joining the Train the Trainers (TtT) and the Joint Executive Board & Member Representatives Meeting (EB&MR),
 - Making sure that shared content is in line with EFPSA's Corporate Visual Identity (CVI) and Content Review Protocol
 - Supervising Trainers' Hoodies and Jackets orders

Tasks

- To create and maintain TO's media presence,
- To promote the TraC along with the Training Community Responsible,
- To highlight the individual EFPSA Trainers on social media (e.g. countries of delivered training sessions, topics of training sessions and shared personal information - Trainer's Spotlight)
- To collaborate with External Training Responsible for creating and maintaining the EFPSA Trainings' Portfolio,
- To ensure all TO materials are in line with EFPSA's Corporate Visual Identity (CVI) and Content Review Protocol,
- To develop new ideas to promote training sessions internally and externally,
- To promote the advantages of training sessions to the Working Community,
- To assist the Training Events Responsible in finalising the handbooks from EFPSA Training events,
- To update the design and content of the training outlines,
- To create the design for certificates for training events of EFPSA,
- Work on the Training Community Map,
- To support trainers included in the EFPSA Day - providing them with the materials to promote and deliver,
- To select and evaluate the designs of trainers' merchandise (e.g. Trainers' hoodies, pins,

- jackets, and T-shirts) and be in charge of the ordering process,
- To open the call for trainers to order the merchandise.

Requirements

- A strong command of the English language,
- Passion for new media and creativity,
- Skills in working with editing tools to create online content,
- Structured working style,
- 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