

Role Description | Training Office Coordinator

Team | Training Office (TO)

Accountable to | Vice President

Purpose of the Role

- To maintain and develop the training system in EFPSA.

Main Responsibilities

- To oversee and coordinate the work of the Training Office (TO),
- To maintain a constant flow of communication with the Vice President,
- To take care of the Training Office's budget in collaboration with Accounting & Budgeting Responsible,
- To ensure the quality of training sessions and the EFPSA Training System,
- To collaborate with the Trainers' Community Responsible for the sustainable development of the Community,
- To ensure that the Training Office and the Trainers' Community work in line with EFPSA's and EFPSA Training Office's mission, vision and values,
- To ensure high-quality training sessions and transparency of the Training Office's work,
- To aid in writing and coordinating possible grants together with the Grants Office and the Training Events Responsible.

Tasks

- To support and oversee the work of all Training Office (TO) members,
- To schedule and facilitate weekly TO meetings and strive to have at least one face-to-face Training Office Meeting during the mandate,
- To apply for grants and seek financial and other support from external partners with the support of the Grants Office,
- To coordinate the Trainers' Team for EFPSA Train the Trainers,
- To oversee the work of External Training Responsible and Training Community Responsible on contacting external and national trainers willing to join EFPSA Trainers' Pool, organise Open Doors online meetings and review their applications in collaboration with Trainers' Community Responsible and External Training Responsible.

Requirements

- A strong command of the English language,
- Structured working style,
- Being an EFPSA Trainer (preferably previous EFPSA experience),
- Leadership and delegation skills,
- Proactive approach,
- Motivation and ability to motivate others,
- Interest in developing the EFPSA Training System,

- Availability and willingness to be present in internal and external training events.

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 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