

Role Description | External Relations Coordinator

Team | External Relations Office

Accountable to | President

Purpose of the Role

- Maintaining and developing EFPSA's external collaborations with the aim of sharing best practices, developing beneficial collaborations and improving the visibility of EFPSA.

Main Responsibilities

- To pursue and maintain collaboration and ensure sharing best practices with other organisations
- To represent EFPSA at relevant external events
- To actively engage in the organisation and realisation of EHSAS
- To organise and maintain the documentation regarding external relations
- To contribute to the External Newsletter
- To oversee and contribute to the work of EFPSA Representatives in EFPA

Tasks

- Pursuing and maintaining collaboration and ensure sharing practices with other organisations (especially student organisations)
 - Working alongside the President, Partnership Coordinator, Social Impact Initiative Coordinator, Training Office Coordinator and other Executive Board members who engage in external relations
 - Documenting and archiving progress and producing appropriate and formal agreements when necessary
 - Establishing common projects with other organisations
 - Communicating relevant entities for collaboration (e.g. training opportunities, potential partnerships, possibilities to participate in events hosted by affiliated organisations) with relevant EFPSA teams

- Representing EFPSA at relevant external events
 - Informing the Board of Management about events and, in agreement with them, attending them
 - Preparing the desirable outcomes of an event together with the President
 - Preparing a presentation/workshop about EFPSA (if possible)
 - Providing an External Events Report of each meeting and providing relevant acquired information to other Executive Board Teams
- Actively engaging in the organisation and realisation of EHSAS
 - Attending the yearly EHSAS in Brussels
 - Participating in the regular communication
 - Contributing to the common projects
 - Follow up on tasks EFPSA signed up to
- To organise and maintain the documentation regarding external relations
 - Collecting External Events Reports from each Event which was attended by any EFPSA representative
 - Contributing to the External Events Calendar
 - Contributing to the External Contact Database
- Contributing to the External Newsletter
 - Contributing with relevant content and photos to the editor of the External Newsletter
 - Ensuring all the relevant external collaborators and attended events are addressed in the External Newsletter
- Overseeing and contributing to the work of EFPSA Representatives in EFPA
 - Organising regular meetings with EFPSA Representatives in EFPA
 - Participating in the regular communication
 - Contributing to the common projects
 - Follow up on tasks EFPSA signed up for
 - Documenting and archiving progress and producing appropriate and formal agreements when necessary
 - Communicating the needs of the EFPSA Representatives to EFPA

Requirements

- A strong command of the English language
- Availability to travel
- Excellent communication skills
- Good knowledge of EFPSA, its structure and procedures
- Proactiveness
- Responsiveness
- Good networking skills
- Coordination skills
- Having clear goals on how external relations will be developed

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 an interest in this position, please contact the current President on president@efpsa.org.