

Role Description | EFPSA Community Responsible (CR)

<i>Team</i>		People & Culture Office (PCO)
<i>Accountable to</i>		People & Culture Coordinator (PCC); Secretary General

Purpose of the Role

- Foster the well-being of individuals and teams within the EFPSA Working Community and strengthen the sense of community for the Working Community.
- Managing the “cross-teams” internal communications of the Federation in order to make sure that every member of the Working Community is aligned with the Mission, Vision and Values and up-to-date with the latest news of teams within EFPSA.
- Improving the recruitment processes and the “employer branding” of EFPSA, in collaboration with the Member Representatives, Marketing Office, and Public Relations Coordinator.

Main Responsibilities

- Fostering the well-being, engagement, sense of community, and retention of the Working Community.
- Researching, identifying and applying benefits of voluntary work within EFPSA.
- Maintaining and improving the internal communications in EFPSA.
- Performing quarterly Team Reports, focusing on team achievements, ongoing and future tasks.
- Creating and maintaining an attractive external “employer” image of EFPSA.
- Promoting EFPSA and the benefits it provides as an attractive volunteer organisation to join.
- Promoting diversity and inclusion within EFPSA.

Tasks

- Taking part in the regular meetings of the People & Culture Office (PCO).
- Sending birthday cards to the EFPSA Working Community in an efficient and timely manner.
- Organising and hosting regular online social meetings for the Working Community (e.g. social nights, monthly challenges, Self-check Mondays).
- Collaborating closely with the Internal Training Responsible (ITR) and the People & Culture Office in regards to the maintaining of the well-being of all teams.
- Collecting and sharing internal monthly updates of the Working Community to increase the visibility of accomplished work (i.e., 'EFPSAnaut Shoutouts').
- Participating in recommending improvements for the Working Community and implementing changes based on the evaluation processes.
- Creating infographics about achievements and facts about mental health, volunteering and community psychology.
- Creating, improving and maintaining an attractive external “employer” image of EFPSA.
- Researching, identifying and using opportunities to promote EFPSA as a volunteer organisation to join.
- Supporting Social Teams of Organising Committees with the agenda and (strategic) planning of EFPSA events

Requirements

- Curiosity to learn about new tools, games and activities that could be applied to an online community,
- Organisational skills,
- Structured working style,
- Strong command of the English language,
- Proactive attitude, especially in the online environment,
- Excellent communication skills,
- Knowledge of EFPSA structure (preferred),

- Previous experience in the EFPSA working community (preferred),
- Experience with facilitating online activities/online engagement (preferred),
- Strong interest and knowledge of Community, Social, and Work Psychology (preferred),
- Aspiration for motivating others,
- Creativity,
- Willingness to develop and improve the role.

Please note that roles in EFPSA 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 Secretary General at secretary@efpsa.org.