

Role Description | People & Culture Coordinator (PCC)

Team | People & Culture Office (PCO)

Accountable to | Secretary General

Purpose of the Role

- To oversee, manage and evaluate the Working Community working practice with the aim of developing the Federation and its working members.
- To manage and continuously develop EFPSA's personnel processes.
- To coordinate initiatives with the aim of organisational and people development.

Main Responsibilities

- To oversee the work of the People & Culture Office (PCO).
- To support the Board and the Community Responsible in coordinating the recruitment of the Working Community members during the mandate.
- To be available for any needs and concerns of members of the Board of EFPSA.
- To support the Secretary General in personnel administration.
- To educate Working and Supporting Community members on EFPSA's personnel processes and to ensure they all act in alignment with them.

Tasks

- Supporting and overseeing the work of all People & Culture Office (PCO) members.
- Maintaining a constant flow of communication with the Secretary General.
- Scheduling and facilitating regular meetings of PCO.
- Taking care of documentation and archiving of the PCO's practices.
- Coordinating the recruitment process of the Executive Board of EFPSA with the Board and the Community Responsible.
- Ensuring that every person who conducts interviews on behalf of EFPSA acts aligned with the Interview Guidelines of EFPSA.

- Organising and conducting two Team Evaluation sessions with the Board of EFPSA. Evaluations should be focused on the Board's activities, atmosphere, major accomplishments and challenges.
- Updating the confidentiality agreements of every PCO member at the beginning of the mandate.
- Coordinating complaint and dismissal procedures and supporting the Board, the Culture & Mediation Responsible and other involved internal and external members in conflicts. Proposing "EFPSA Holidays" for the whole Working Community or individual teams and ensuring that holidays are being acknowledged and respected.
- Organising and updating the Onboarding Package for newly recruited volunteers, together with the Presidential Office.
- Joining Board Meetings every 1-2 months to give updates on the Federation and check on the Board's working practice.
- In collaboration with the People & Culture Responsibles (PCRs) and the Training Office (TO): Educating coordinators on performing a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis with their teams by the end of the mandate (for Knowledge Transfer purposes).

Requirements

- Organisational skills,
- Structured working style,
- Strong command of the English language,
- Proactive attitude, especially in the online environment,
- Excellent communication skills,
- Strong knowledge of EFPSA's structure and working practices,
- Aspiration for motivating others,
- Strong interest and knowledge Work and Organisational Psychology (preferred),
- Previous experience in the EFPSA Working Community (preferred),
- Experience in coordinating teamwork and understanding team dynamics (preferred),
- Willingness to develop and improve the position and team,
- Previous experience as a part of EFPSA's Human Resources/People & Culture Office (preferred)

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.