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## **Role Description** | Learning & Development Responsible (LDR)

*Team* | People & Culture Office (PCO)

*Accountable to* | People & Culture Coordinator (PCC); Secretary General

### *Purpose of the Role*

- To research, ideate, and implement focused Learning and Development (L&D) strategies on multiple levels (group, team, and individual)

### *Main Responsibilities*

- Improving and promoting strong Learning and Development (L&D) strategies for the Working Community
- Implementing specific and focused L&D initiatives for groups and individuals

### *Tasks*

- Taking part in the regular meetings of the People & Culture Office (PCO)
- Creating, maintaining, and promoting up-to-date and focused L&D initiatives for groups and individuals (such as individual coaching, leadership programme, career consulting, etc), potentially in collaboration with the Internal Training Responsible (ITR) and/or Training Office
- Organising and coordinating onboarding initiatives (eg. EFPSA 101), in collaboration with the Internal Training Responsible



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- Keeping onboarding materials (eg. Rookie Pack, EFPSA 101 training content, Onboarding Package) up-to-date
- Building and promoting a growth mindset across the organisation
- Contributing to building a desirable internal and external image of EFPSA as a development-focused organisation, by reporting and promoting learning opportunities and learning outcomes within the organisation (incl. specific initiatives, events, collaborations, etc.)
- In collaboration with the Internal Training Responsible (ITR) and Data Analysis Responsible (DAR), creating a track record of performed training sessions or learning cycles for each team and topic, as well as evaluating the goals and outcomes of each session or a learning cycle
- Assessing the needs and interests of the Working Community for certain topics and striving to provide them with developmental opportunities in those areas by researching and delivering educational content (e.g. e-learning courses of external platforms)
- Facilitating the work of the Internal Training Responsible (ITR) or Partnership Office for bigger collaborations on the above mentioned topics
- Assisting and establishing potential Task Forces for Organisational Evaluations
- Educating the Working Community on internal guidelines and ensuring that everyone follows them
- Supporting Coordinator in leadership-related matters



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### *Requirements*

- Organisational skills
- Structured and reliable working style
- Aspiration towards motivating others and managing change processes
- Innovativeness and ambition in researching and implementing L&D strategies
- Strong command of the English language
- Proactive attitude, especially in the online environment
- Excellent communication and people skills
- Willingness to develop and improve the position and team
- Knowledge of EFPSA structure (preferred)
- Strong interest and knowledge in the field of Work and Organisational Psychology (preferred)
- Being a trainer or a certified EFPSA Trainer (preferred)
- Knowledge of team dynamics and efficient working structures (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](mailto:secretary@efpsa.org).