

Role Description | Internal Training Responsible

Team | Training Office (TO)

- *Accountable to | Training Office Coordinator; Vice President*

Purpose of the Role

- Facilitating the support, cooperation, and communication between the trainers in EFPSA's Trainers' Community and the EFPSA Working Community.

Main Responsibilities

- To support the personal and professional development of EFPSA and its active members, in collaboration with the People & Culture Office,
- To support the EFPSA Working Community through the promotion of training sessions according to their needs,
- To communicate with the EFPSA Working Community and the Board.

Tasks

- To maintain close communication with the People & Culture Office (especially Learning & Development Responsible) throughout the mandate to continuously align in the development of training opportunities with the needs of the Working Community,
- To regularly offer and organise support for the whole Working Community in the form of online training sessions, facilitation of team meetings and creating material for an online learning platform throughout the mandate,
- To carry out needs analyses for the Working Community Team Training Sessions for Congress and the Joint Executive Board and Member Representatives Meeting, in collaboration with the People & Culture Office and Data Analysis Responsible,
- To collaborate with the Vice President and the Training Office Coordinator on the coordination of the Working Community's Training Sessions for the Congress and the Joint Executive Board and Member Representatives Meeting,
- To be responsible for analysing and deciding on topics for the training sessions for the Working Community at the Congress, in collaboration with Training Events Responsible,
- To coordinate the Trainers' Teams at the Joint Executive Board and Member Representatives Meeting,
- To ensure the quality of the training process for Social Impact Initiative campaigns by reviewing the training materials and evaluating training sessions.

Requirements

- A strong command of the English language,
- Well organised and structured working style,
- Being an EFPSA Trainer,
- **Interest in the growth and development field,**
- Organisation and coordination experience is strongly encouraged, but not essential.

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 the 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