

Role Description | Training Office Team Member

Team | Training Office (TO)

Accountable to | Training Office Coordinator; Vice President

Purpose of the Role

- To support the Training Office with maintaining and developing the training system in EFPSA.

Main Responsibilities

- To support the Training Office with organisational and administrative processes and assist in their tasks,
- To be fully involved in the communication and workflow of the team.

Tasks

- To support trainers in organising the EFPSA Day - providing them with the materials created by the Marketing Office to promote and deliver,
- To take care of documentation and archiving of the Training Office's practices with the supervision of the Training Office Coordinator,
- To support Training Image Responsible for creating and building a strategy around the promotion of training events,
- To support Internal Training Responsible with the Social Impact Initiative trainers database - opening the call for trainers and facilitating communication with the trainers, Social Impact Initiative Office and National and Local Coordinators,
- To support carrying out tasks involving the EFPSA Supporting Community (primarily Organising Committees and Research Programme teams),
- Contributing to the Team's Action Plan and supporting its realisation.
- To support the Trainers' Community Responsible in improving, restructuring, and implementing the mentoring system.
- Analysing the feedback form for all Training Office events.

Requirements

- A strong command of the English language,
- Well-structured working style,
- Administrative skills,
- Passion for new media,
- Skills for creating digital content,
- Skills in working with editing tools to create online content,
- Interest and general knowledge about training,
- Preferably a status of an EFPSA Trainer/EFPSA Trainer Candidate/External Trainer.

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