

Role Description | Project Responsible of Mind the Mind*

Team | Social Impact Initiative (SII)

Accountable to | Social Impact Coordinator, Vice President

Purpose of the Role

- Conducting, maintaining, evaluating and developing the Mind the Mind Campaign of the Social Impact Initiative

Main Responsibilities

- To lead and oversee the campaign by coordinating National Coordinators and the SII Team Members, and to take responsibility for everything that happens under the name of “Mind the Mind” in collaboration with the SII Coordinator
- To create and oversee an evaluation process of Mind the Mind Campaign
- To provide ideas for the improvement of the current projects and their organisation, as well as ideas for potential future projects
- To actively search for ways of financing for the on-going projects
- To manage the official social media accounts of the campaign (Facebook, Instagram, Blog)

Tasks

Mind the Mind related

- Creating/updating evaluation forms for National and Local Coordinators, volunteers and trainers
- Write an evaluation report based on the evaluation forms in collaboration with the Data Analyst Responsible
- Focusing on the development, improvement and refinement of the Mind the Mind campaign through gathering and analysing the feedback received
- Updating the Mind the Mind materials so that they are up to date and of high quality in collaboration with the Training Office
- Providing all the National and Local Coordinators, volunteers and trainers of the closing wave with their certificate if they have met the criteria
- Creating the call for and selecting the new wave’s National and Local Coordinators
- Taking care of the reimbursement of the National and Local Coordinators after the end of the wave in collaboration with the Finance Officer
- Hold an introduction meeting for all National Coordinators

- Mentoring the delegated countries, their National Coordinators and through them the Local Coordinators and volunteers too
- Delegating tasks to the Team Members, overseeing their work, being available to answer their questions and discuss the issues of their mentees
- Actively searching for grants for the Mind the Mind campaign in collaboration with the Grants Office

General

- Helping the SII Coordinator in overseeing the Mind the Mind campaign
- Participating in online meetings, emails and any other kind of team communication on various platforms
- Communicating and collaborating with the External Relations Coordinator on external projects in relation to the Campaign
- Taking care of the social media pages of Mind the Mind (Facebook, Instagram, blog), including planning, researching, creating and reviewing posts
- Contributing to the team's action plan and working towards its realisation
- Delegating tasks to the Team Members

Requirements

- A strong command of the English language
- Time-management skills
- Organisational and project management skills
- Assertive communication with both externals and internals
- Proactive approach
- Delegation and feedback skills
- Motivational skills
- Good communication skills both written and spoken
- Expressed interest in ongoing issues in society, especially regarding mental disorders

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 Social Impact Initiative Coordinator on socialimpact@efpsa.org or the Vice President on vicepresident@efpsa.org.

**Please note that this change is pending approval at March e-voting, 2021*