

## **Role Description** | External Relations Coordinator

*Team* | External Relations Office  
*Accountable to* | President

### *Purpose of the Role*

- Maintaining and developing EFPSA's external collaborations with the aim of sharing best practices and improving the visibility of EFPSA

### *Main Responsibilities*

- To pursue and maintain collaboration and ensure sharing best practices with other organisations
- To represent EFPSA at relevant external events
- To actively engage in that organisation and realisation of EHSAS
- To contribute to the External Newsletter

### *Tasks*

- Pursuing and maintaining collaboration and ensure sharing practices with other organisations
  - Documenting and archiving progress and producing appropriate and formal agreements when necessary
  - Maintaining and contributing to the external contacts database
  - Establishing common projects with other organisations
  - Communicating relevant opportunities for collaboration (e.g. training opportunities, potential partnerships, possibilities to participate in events hosted by affiliated organisations) to relevant EFPSA teams
- Representing EFPSA at relevant external events
  - Informing the Board of Management about useful events and, in agreement with them, attending them
  - Preparing the desirable outcomes of an event together with the President
  - Preparing a presentation/workshop about EFPSA if possible
  - Providing a short written report about the outcomes of each meeting
- Actively engaging in the organisation and realisation of EHSAS
  - Working alongside the Presidential Office in organising the logistics and the agenda of the meeting
  - Participating in the regular communication
  - Contributing to the common projects
- Contributing to the External Newsletter
  - Contributing with relevant content and photos to the editor of the External Newsletter

- Ensuring all the relevant external collaborators and attended events are addressed in the External Newsletter

### *Requirements*

- A strong command of the English language
- Availability to travel
- Excellent communicational skills
- Good knowledge of EFPSA, its structure and procedures

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 an interest in this position, please contact the current President on [president@efpsa.org](mailto:president@efpsa.org).