Job Description: Senior Training Officer

Team: Training Office

Reports to: EFPSA Vice President

Mission: Maintaining and Developing the Training System in EFPSA

Description

The Senior Training Officer has overview on the EFPSA training system. The Senior is responsible for communicating the mission and vision of EFPSA training within the Training Office and together with the team, making sure that these goals are transferred into the work of the TO. He/she is responsible for the quality of training in EFPSA and for the transparency of all actions of the Training Office. The Senior communicates with the Presidential Team to combine the actions of the TO into the goals of EFPSA as an organization. The Senior keeps track of all essential tasks and makes sure relationships are maintained to sustain and develop EFPSA training.

Essential Responsibilities of the Senior Training Officer

1. Training Office Team Coordination
   1.1 Ensure knowledge transfer and team building, coordinate creation of action plan, follow implementation of the action plan, management of the team.

2. Communication
   2.1 Report and collaborate with Vice President and the BM, communicate with EFPSA teams if needed, look for external training collaborators.

3. Trainers Pool & Trainers Community support
   3.1 Support, feedback, motivate, offer opportunities to deliver, keep trainers updated in TO actions, ask for feedback for TO.

4. Manage training agenda in EFPSA events
   4.1 Ensure the process of needs analysis, negotiating trainings with BM, delivering, evaluating and follow-up of trainings in the EFPSA
Congress and Joint EB&MR Meeting

(an other events if needed). Coordinate trainers’ team.

5. Manage training agenda in Train the Trainers Summer School (TtT)
   5.1 Support the Head of Org, Com, promote, select trainers and participants. Coordinate creation and implementation of training agenda. Ensure evaluation, reporting and follow-up (joining TraC and Pool). Coordinate the trainers’ team.

6. Training and participation in training events
   6.1 Support External Junior in creation, implementation and follow-up of Train Advanced Trainers. Support Internal Junior in creation, implementation and follow-up of EFPSA Trainers’ Community meeting. Participate in T-TRAMs if possible.

7. Managing the TO budget

8. Documentation of TO activities
   8.1 Update the Trainers’ Playbook, document trainings/events delivered, document procedures (selection of trainers, evaluation of mandate etc.) and update needed templates to make this work efficient.

Desired outcomes

- The Train the Trainers participants are well prepared and motivated to apply for the EFPSA Trainers Pool
- The needs of EFPSA in terms of training are met
- EFPSA Trainers are recognised inside and outside the organisation as trainers of great quality and professional integrity
- EFPSA Trainers evolve in the field of training due to proper mentoring & further education
- The work of the Training Office is transparent
Responsibilities of all members of the Training Office

1. Training Office Action Plan
   1.1 Contributes to the creation of the annual TO Action Plan according to the Strategic Planning and Knowledge Transfer realised by the Immediate Past TO.
   1.2 Implementing the annual TO Action Plan

2. Trainers Pool & Trainers’ Community
   2.1 Head-Hunting (find suitable people to become trainers and encourage them to apply, encourage people who seem fit to become active EFPSA members).
   2.2 Mentor TtT graduates and other Training Candidates
   2.3 Contribute in selecting new trainers to the Pool under supervision of Internal TO
   2.4 Motivating the contribution of the members of the Pool in TO’s projects.
   2.5 Transparency of the Trainers Community
   2.6 Responsibility for training quality

3. Training in EFPSA events
   3.1 Covering and meeting any training needs EFPSA teams have: needs analysis, establishing goals with the team leaders, delivering trainings
   3.2 Offering training in EFPSA events (Congress, Joint EB/MR Meeting and others if needed)

4. Promotion of Training Office events and services
   4.1 Promote the Training Office Services and Events in the Congress and Joint EB/MR Meeting

5. Communication with EFPSA Teams
   5.1 Keeping contact with EFPSA Vice President (biweekly meetings)
   5.2 Keeping contact with the members of the other significant EFPSA Teams on projects (Web, Promotion, Finance, Activities Office)

6. Training Office Events
6.1 Train the Trainers Summer School: promotion of the event, looking for potential participants and trainers, contributing to the creation, delivery and follow-up of the event
6.2 Train Advanced Trainers: promotion of the event, looking for potential participants and trainers, contributing to the creation and either delivering or participating in the event, contributing to follow-up

7. Develop the Training Office
   7.1. Develop Procedures to a more efficient and transparent direction
   7.2. Develop new projects to enhance the services of the Training Office
   7.3. Improve the quality of the Training System
   7.4. Adjust the structure of the Trainers Community and the Training System to the needs of EFPSA

8. Administrative
   8.1 Managing Email accounts
   8.2 Making announcements from TO to trainers and collaborators
   8.3 Responsibility for Transparency of the Training System
   8.4 Update Job Descriptions and Trainers’ Playbook
   8.5 Responsibility for documentation of activities and Knowledge Transfer

**Contact:** trainings@efpsa.org (only Senior), trainingoffice@efpsa.org (whole team)