Role description **External Relations Officer**

**Reports to** Secretary General & President

**Core Responsibilities**
- To research and pursue opportunities for collaboration with external groups
- To support the planning, editorial and publication of the external newsletter
- To maintain the External News area of the EFPSA website
- To engage in the discussion and sharing of working practices with relevant student groups

**Mission**
To maintain and develop EFPSA’s organisational network with the aim of establishing meaningful collaborations, sharing best practices and heightening the visibility of EFPSA

**Functions of the External Relations Officer**
1. Research and pursue opportunities for collaboration with external groups, organisations etc.
   a) Document and archive efforts
   b) Produce appropriate and formal agreements when necessary
   c) Compile and maintain a comprehensive mailing-list of external contacts
2. Respond to incoming communication and news about opportunities for external collaboration in a timely and professional manner
3. Communicate relevant opportunities for external collaborations (e.g. Training opportunities/Sponsorship opportunities/possibilities to participate in events hosted by affiliate organisation.) to relevant members of the EFPSA community
4. Develop materials for use in communicating with external groups
5. Manage EFPSA’s presence on Linked In
6. Maintain the External News area of the EFPSA website:
   a) External News (hosting of news about EFPSA from external sources e.g. press clippings)
   b) External Event Listings (hosting details about relevant external psychology events taking place around Europe)
   c) Representing EFPSA (hosting articles about where EFPSA members have attended external events and represented EFPSA)

**Desired Outcomes of the team**
1) Significant agreements for collaboration established ($p>3$)
2) Timely, reliable and informative responses to incoming external communications
3) Disseminate incoming opportunities for collaboration & participation with external groups to the EFPSA community in a timely manner

4) To develop and update tailored information materials in response to the typical needs of the external contacts

5) Ensure pages of the External News area are up to date, aesthetically pleasing and informative
   a) The EFPSA Office should decide on periodical posting over preferred channels of communication and social media (e.g. Linked In, Facebook, external mailing-list etc.)

Contact | externalrelations@efpsa.org