

## **Role Description | Junior Researcher Programme (JRP) Coordinator**

<i>Team</i>		JRP Team
<i>Accountable to</i>		Vice President

### *Purpose of the Role*

- To oversee and coordinate the Junior Researcher Programme and all its aspects

### *Main Responsibilities*

- To coordinate and oversee the work of the team and its individual tasks
- To manage the external image of the JRP
- To facilitate the communication within the JRP Team, associated entities and the Vice President
- To oversee and actively participate in the selection of participants, topics and themes within the JRP framework
- To coordinate the selection of the JRP Advisors and JRP Mentors

### *Tasks*

- Coordinating and overseeing the work of the team and its individual tasks
  - Ensuring that an Action Plan is made and adhered to and that tasks are delegated accordingly
  - Ensuring that the team adheres to EFPSA's Statutes, Domestic Regulations, Corporate Visual Identity (CVI), official communication channels and working practices
  - Ensuring the sharing of the Knowledge Transfer and other relevant documents with the team
  - Providing active support, guidance and help to the team in their tasks
- Managing the external image of the JRP
  - Looking for potential international sponsors or partners for the European Summer School and/or the JRP
  - Managing the JRP & ESS websites and social media
- Facilitating the communication within the JRP Team and associated entities
  - Ensuring the communication flow between the JRP Advisors, JRP Mentor, JRP Team, ESS Organising Committee and other teams
  - Ensuring regular and adequate communication with the JRP Advisors and JRP Mentor
  - Liaising between the JRP Team and the Vice President through frequent updates and regular contact
- Overseeing and actively participating in the selection of participants, topics and themes within the JRP framework
  - Participating in the selection of the theme and participants of the ESS

- Participating in the selection of the theme and participants of the JRP Conference and Internship
- Coordinating the selection process of the JRP Advisors and JRP Mentors
  - Coordinating and organising the Call for JRP Advisors & JRP Mentors
  - Chairing the selection committee for the JRP Advisors & JRP Mentors
  - Looking actively for potential JRP Advisors and JRP Mentors

#### *Requirements*

- Organisational skills
- Communication skills
- Leadership Skills
- ESS and/or JRP experience, encouraged but not necessary

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 Vice President on [vicepresident@efpsa.org](mailto:vicepresident@efpsa.org).