

Role Description | Events Officer

Accountable to | Presidential Office

Purpose of the Role

- To oversee, guide and support the organisational process of all EFPSA Events and the teams involved

Main Responsibilities

- To provide support and guidance to the Organising Committees (Org.Coms)
- To ensure financial stability, quality and completion of EFPSA Events according to EFPSA's Statutes and Domestic Regulations
- To provide support and guidance to the Events Coordinators
- To oversee the work of Event Coordinators
- To chair the selection committees responsible for choosing Org.Com Coordinators

Tasks

- Supporting and guiding the Org.Coms
 - Ensuring a thorough Knowledge Transfer between Org.Com Coordinators
 - Helping the teams with setting up an effective team structure
 - Providing them with relevant EFPSA documentation and information
 - Answering questions, attending to requests, questions and difficulties of teams in a prompt, respectful and supportive manner
 - Collecting and reviewing the teams' Action Plans
 - Providing the Org.Com with an additional perspective on organisational matters
 - Facilitating the contact between Org.Coms and other EFPSA Teams
 - Ensuring the communication flow within the Org.Coms
 - Introducing the Org.Coms to EFPSA's official channels of communication
 - Collecting regular updates on the Org.Coms' work
- Ensuring the teams' financial stability, quality and fulfilment of tasks through
 - Collecting, reviewing and providing the Org.Coms with feedback on their preliminary budget in cooperation with the Finance Officer
 - Facilitate communication with the Finance Office
 - Ensuring the composition of a final budget
 - Collecting regular reports from the Org.Coms
 - Ensuring adherence to EFPSA Events' Minimal Requirements and CVI
 - Overseeing the Events' websites, Facebook Pages and Facebook Groups as an administrator
 - Updating the documentation pertaining to specific Events and their organisation
 - Collecting feedback from participants, summaries of the Event, Knowledge Transfer documents and additional data after the Events' completion

- Ensuring timely promotion of Events and Calls
- Ensuring safety of personal data in adherence to EFPSA's privacy policy
- Ensuring the teams are provided with all EFPSA related information
- Ensuring real-time update of Wave accounts from each Org.Com

- Events Coordinators
 - Providing support and guidance in the fulfilment of their tasks
 - Overseeing the work of the Event Coordinators on the Events' organising process
 - Providing the Events Coordinators with any relevant documentation and information
 - Collecting weekly updates of their work
 - Making sure the working practices of the Events Coordinators is in accordance to EFPSA's Statutes and Domestic Regulations

Requirements

- Organisational skills
- Project management skills
- Communication skills
- Flexibility
- Basic website editing skills
- High adaptability to diverse working environments
- Knowledge of budgeting and financial matters is encouraged, but not essential
- Basic knowledge of document editing software (e.g. Word, Excel, Online docs)

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 Events Officer (events@efpsa.org).