

## **Role Description** | Content Review Responsible

*Team* | EFPSA Office  
*Accountable to* | Secretary General

### *Purpose of the Role*

- Ensuring a high standard of internal and external material issued by EFPSA through the reviewing and enhancement of grammar, syntax, spelling, punctuation, mechanics and structure, according to British English; while ensuring that all documents fall in line with EFPSA's Corporate Visual Identity (CVI)

### *Main Responsibilities*

- To review, proofread and edit the required material in a timely manner
- To ensure that all material is in accordance with the guidelines provided in the CVI manual
- To ensure that any internal and external publications and material of the Federation are of high standard

### *Tasks*

- Reviewing and editing text in the form of documents, presentations and any other material that is to be issued or viewed internally or externally
- Storing any updated material in the appropriate manner for the purpose of archiving
- Offering support to the EFPSA Working Community in the composition of written material

### *Requirements*

- Written English should be either native or proficient level
- Attention to detail and meticulous working
- Familiarity with PC-based word processing
- Familiarity with the EFPSA Corporate Visual Identity (preferable)
- Awareness of different styles of writing (preferable)
- Familiarity with the French language (preferable)
- Good time-management skills

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 Secretary General on [secretary@efpsa.org](mailto:secretary@efpsa.org).