

Role Description | Better Together Coordinator*

<i>Team</i>		EYF 2018 Project Team
<i>Accountable to</i>		EYF 2018 Project Coordinator

Purpose of the Role

- Leading and coordinating the implementation of Better Together workshops.

Main Responsibilities

- To oversee the work of the Better Together Local Coordinators.
- To ensure that all local campaigns are implemented according to the grant requirements.
- To coordinate the exchange of finances between Local Coordinators and the Finance Officer.
- To actively contribute to the evaluation report of the grant.

Tasks

- Hosting and participating the online meetings, emails and any other kind of team communication with Local Coordinators of the campaign.
- Writing guideline documents for Local Coordinators.
- Ensuring that the Local Coordinators are clearly informed about their responsibilities.
- Sending relevant documents to Local Coordinators in time.
- Ensuring that the Workshop cycle is prepared and implemented in high quality and in a timely manner.
- Opening the Calls for Local Coordinators and participants.
- Evaluating the completed Workshop cycle together with the Project Coordinator.

Requirements

- A strong command of the English language
- Time-management skills
- Teamwork and delegation skills
- Motivational skills

- Previous experience of Better Together Workshops is highly preferable

*Dependent on the outcomes of General Assembly I at the 32nd EFPSA Congress.