

## **Role Description** | External Training Responsible

*Team* | Training Office  
*Accountable to* | Training Office Coordinator, Vice President

### *Purpose of the Role*

- Creating and facilitating cooperation with other organisations in the training field and raising awareness about trainings on national level

### *Main Responsibilities*

- To keep the database of external contacts updated
- To create and maintain sustainable partnerships with other NGOs and companies
- To seek opportunities outside EFPSA for EFPSA Trainers
- To support national trainings and Training Offices

### *Tasks*

- To ensure all created partnerships are documented and followed-up while liaising with the EFPSA Partnerships Coordinator
- To be part of networks connecting trainers around Europe
- To share training opportunities with the EFPSA Training Community
- To maintain the internship database and looking for new internship possibilities
- Collaborating with the Training Image Responsible in creating a clear and professional image of TraC
- To create the EFPSA Training Portfolio and keep it updated
- To support Training Events Responsible in organising the external training events (TRAM, EA, TAT)
- To create the database of national TtTs and keep it updated
- To provide support for EFPSA Trainers promoting trainings in their countries
- To facilitate sharing knowledge, materials and practices between national trainers
- To encourage and motivate trainers to deliver training sessions on a local and national level
- To support the establishment of Train the Trainers events on a local and national level
- To provide help and support motivated national trainers to get involved in EFPSA
- To represent EFPSA at external training events

### *Requirements*

- Strong command of English language
- Interest and preferably experience in training in external organisations or in establishing national TtT
- Availability and willingness to attend external training events
- Being an EFPSA Trainer

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 TO Coordinator on [trainings@efpsa.org](mailto:trainings@efpsa.org).