

Role Description | Human Resources Responsible*

Team | EFPSA Office
Accountable to | Secretary General

Purpose of the Role

- To oversee, manage and evaluate the Working Community working practice with the aim of developing the Federation

Main Responsibilities

- Recruitment of the Working Community during the mandate (especially the beginning and the end of the mandate)
- Organising, conducting, and evaluating quarterly Skype Reports and creating a report
- Being available for any needs and concerns of members of the Working Community.

Tasks

- Preparing the documents needed for the Skype Reports, including the Google Form and report template.
- Scheduling Skype meetings with all the teams in the Working Community.
- Updating Role Descriptions and re-evaluating positions in the Working Community.
- Hearing and resolving members concerns and being available for meetings about issues.
- Recommending training to teams that may require it and collaborating with the Training Office.
- Conducting and analysing exit interviews and recommending changes to the team.
- Closely collaborating with the Data Management Responsible

Requirements

- A strong command of the English language
- Strong interest and knowledge of Organisational Psychology
- Organisational skills
- Experience in good working practices and administration
- Systematic approach to problem-solving
- Strong Communication 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.

*Please note that this is pending approval by the General Assembly at the 33rd EFPSA Congress