

## **Role Description** | Internal Training Responsible

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

### *Purpose of the Role*

- Facilitating support, cooperation and communication between the trainers in EFPSA's Trainers' Community and the EFPSA Working Community

### *Main Responsibilities*

- To support the personal and professional development of EFPSA and its active members
- To support the EFPSA Working Community through training and facilitation according to their needs
- To communicate with the EFPSA Working Community and the Board of Management
- To maintain collaboration with the Member Representatives Officer (MRO) and Member Representatives (MRs)

### *Tasks*

- To prepare and deliver trainings at EFPSA Events and ensuring an effective and efficient follow up
- To collaborate with the Vice President on the coordination of the Working Community Trainings for the Congress and the Joint Executive Board and Member Representative's Meeting
- To coordinate trainers for EFPSA campaigns such as "Mind the Mind" or "Better Together", providing them with materials and evaluating the success of the trainings
- To carry out Needs Analysis for the Working Community Team Trainings for Congress and the Joint Executive Board and Member Representative's Meeting
- To be responsible for the Call for the Trainers' Teams at Congress
- To coordinate the Trainers' Teams at the Joint Executive Board and Member Representative's Meeting
- To constantly update the Board of Management about the work progress in the Training Office in cooperation with the Training Office Coordinator
- To offer and organise support for the whole Working Community in the form of online trainings, facilitation of team meetings and creating material for an online learning platform throughout the mandate
- To promote trainings and their advantages to the Working Community

### *Requirements*

- Strong command of English language
- Being an EFPSA Trainer
- Interest in the development of training within EFPSA
- Connection with and commitment to the EFPSA Working Community

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).