

## Role Description | Training Events Responsible

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

### *Purpose of the Role*

- To oversee the EFPSA Training Events and ensuring the quality

### *Main Responsibilities*

- To oversee the EFPSA Training events
- To ensure the quality of the events
- To promote the events
- To document all the outcomes of the events
- To prepare materials for the EYF grant

### *Tasks*

- To take care of the EFPSA Training events (TAT, TtT, EA, TRAM and TRAC) by overseeing the work of the Trainers' Team and facilitating communication with the Org Com via the Events Office
- For each event
  - To report the process to Training Office - bridging Org Com, Trainers' Team, Events Office and the Training Office
  - To creating the plan of promotion for the Events
  - To co-create the action plan with the Org Com
  - To select the Trainers' Team Coordinator and collaborate in selecting the Trainers Team
  - To overseeing the process of selection the participants
  - To ensuring the quality of the schedule and theories presented during the trainings
- To overseeing follow-up of the event and evaluation process
- To co-create topic selection of Train Advanced Trainer and the EFPSA Academy
- To actively promote TRAM and TRAC
- To collaborate closely with the Training Events Coordinator
- To write up and finalise the handbooks from EFPSA Training events with the help of the Training Image Responsible
- To oversee & write the EYF grant in collaboration with the finance office

### *Requirements*

- Strong command of the English language
- Well organised and structured working style
- being an EFPSA Trainer
- Organisation and coordination experience is strongly encouraged, but not essential

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).