

Role Description | Events Officer

Accountable to | Presidential Office

Purpose of the Role

- To oversee, guide and support the organisational process of all EFPSA Events and the teams involved.

Main Responsibilities

- To provide support and guidance to the Organising Committees (Org Coms).
- To ensure financial stability, quality and completion of EFPSA Events according to EFPSA's Statutes and Domestic Regulations.
- To provide support and guidance to the Events Coordinators.
- To oversee the work of the Events Coordinator and Training Events Coordinator.
- To post calls for Event Organising Committees.
- To chair the selection committees responsible for choosing Org Com Coordinators.

Tasks

- Supporting and guiding the Org Coms.
 - Ensuring a thorough Knowledge Transfer between Org Com Coordinators.
 - Helping the teams with setting up an effective team structure.
 - Providing them with relevant EFPSA documentation and information.
 - Answering questions, attending to requests, questions and difficulties of teams in a prompt, respectful and supportive manner.
 - Collecting and reviewing the teams' Action Plans.
 - Providing the Org Com with an additional perspective on organisational matters.
 - Facilitating the contact between Org Coms and other EFPSA Teams.
 - Ensuring the communication flow within the Org Coms.
 - Introducing the Org Coms to EFPSA's official channels of communication.
 - Collecting regular updates on the Org Coms' work.
- Ensuring the teams' financial stability, quality and fulfilment of tasks through.
 - Collecting, reviewing and providing the Org Coms with feedback on their preliminary budget in cooperation with the Finance Officer.
 - Facilitate communication with the Finance Office.
 - Ensuring the composition of a final budget.
 - Collecting regular reports from the Org Coms.
 - Ensuring adherence to EFPSA Events' Minimal Requirements and CVI.
 - Overseeing the Events' websites, Facebook Pages and Facebook Groups as an administrator.
 - Updating the documentation pertaining to specific Events and their organisation.

- Collecting feedback from participants, summaries of the Event, Knowledge Transfer documents and additional data after the Events' completion.
 - Ensuring timely promotion of Events and Calls.
 - Ensuring safety of personal data in adherence to EFPSA's Privacy Policy.
 - Ensuring the teams are provided with all EFPSA related information.
 - Ensuring updates of financial software accounts from each Org Com.
 - Helping the Org Coms to implement the new Working Community Discount for all EFPSA Events.
- Events Coordinators
 - Providing support and guidance in the fulfilment of their tasks.
 - Overseeing the work of the Event Coordinators on the Events' organising process.
 - Providing the Events Coordinators with any relevant documentation and information.
 - Collecting weekly updates of their work.
 - Making sure the working practices of the Events Coordinators is in accordance to EFPSA's Statutes and Domestic Regulations.

Requirements

- Previous EFPSA experience is encouraged, but not essential.
- Previous EFPSA Org Com experience is encouraged, but not essential.
- Project management skills.
- Communication skills.
- Flexibility.
- Cultural sensitivity.
- Basic website editing skills.
- High adaptability to diverse working environments.
- Knowledge of budgeting and financial matters is encouraged, but not essential.
- Basic knowledge of document editing software (e.g. Word, Excel, Online docs).

Time Investment

- You will be working approximately on average 12-15 hours a week on EFPSA and you are flexible in allocating your time during the week.
- Next to the EFPSA Congress and Joint Executive Board & Member Representatives Meeting, you will meet in-person twice with the Board of Management to have a week-long meeting. This usually takes place in August/September and January/February.
- Should you be concerned about the time investment, please don't hesitate to contact any current or past Board of Management members. Many before you have taken this opportunity successfully while simultaneously studying or working.

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 Events Officer (events@efpsa.org).