

## Role Description | Training Office Coordinator

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

### *Purpose of the Role*

- To maintain and develop the training system in EFPSA

### *Main Responsibilities*

- To oversee and coordinate the work of the Training Office
- To maintain a constant flow of communication with the Vice President
- To take care of the Training Office budget
- To ensure the quality of trainings and the EFPSA Training System
- To collaborate with the Trainer's Community Responsible on sustainable development of the Community
- To ensure that Training Office and Trainers' Community work in line with the EFPSA and EFPSA Training Office's Mission, Vision and Values
- To ensure high quality trainings and transparency of the Training Office's work
- To aid in writing & coordinating of possible Grants together with Finance Office

### *Tasks*

- To support and oversee the work of all Training Office members
- To schedule and facilitate weekly TO meetings & striving to have at least one face-to-face Training Office Meeting per mandate
- To take care of documentation and archiving of the Training Office practices
- To apply for grants and seek financial and other support from external partners
- To coordinate the Trainers' Team for EFPSA Train the Trainers

### *Requirements*

- Strong command of English language, particularly in writing
- Being an EFPSA Trainer (preferably EFPSA experience)
- Leadership and delegation skills
- Structured working style
- Pro-active approach
- Motivation and ability to motivate others
- Interest in developing the EFPSA Training System
- Availability and willingness to be present in internal and external training events

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).