

## Role Description | Training Image Responsible

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

### *Purpose of the Role*

- To create the professional and sustainable image of EFPSA Training

### *Main Responsibilities*

- To provide Trainers with the Trainers' merchandise
- To be a bridge between the outside world (Psychology Students) and the EFPSA trainers and Training Office
  - To create and maintain the social media presence of the EFPSA Trainings and Trainers' Community
  - To create newsletters and materials representing Training Office, Trainers' Community and EFPSA Trainings
  - To ensure new pictures of EFPSA trainers are taken each year at Congress, Train the Trainers and Executive Board & Member Representatives Meeting
  - TIR makes sure shared content is in line with EFPSA's Corporate Visual Identity (CVI)
- To create newsletters and materials representing Training Office, Trainers' Community and EFPSA Trainings

### *Tasks*

- To order and distribute Trainers' merchandise (e.g. Trainers' hoodies, pins, jackets, and T-Shirts)
- To create and maintain TO media presence
- To collaborate with the Internal Training Responsible for creating the newsletters
- To create and maintain the EFPSA Trainings' portfolio
- To ensure all TO materials are in line with EFPSA's Corporate Visual Identity
- To collaborate with Finance Office on TO finances
- To develop new ideas to promote trainings internally and externally
- To assist the Training Events Responsible in finalizing the handbooks from EFPSA Training events
- Work on the Training Community Map (gamification)

### *Requirements*

- Strong command of the English language
- Skills of working with editing tools to create an online content

- Well organized and structured working style
- Being an EFPSA Trainer
- Passion for new media and creative work

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).