

Role Description | Trainers' Community Responsible

Team | Training Office

Accountable to | Training Office Coordinator, Vice President

Purpose of the Role

- Facilitating cooperation and communication between the trainers in EFPSA's Trainers' Community and developing EFPSA's Training System

Main Responsibilities

- To manage and develop EFPSA's Trainers Community and EFPSA's Trainers' Pool
- To supervise the application procedure into EFPSA's Trainers' Community and EFPSA's Trainers' Pool
- To contact External and National Trainers interested in joining EFPSA Trainers' Pool
- To manage and develop EFPSA's Trainers' Community
- To supervise and develop the Mentoring System
- To supervise Trainers' Hoodies and Jackets orders

Tasks

- To review the applications of EFPSA and external TtT graduates to the EFPSA Trainers' Community and the EFPSA Trainers' Pool with the Training Office and providing the applicants with the relevant feedback
- To promote the TraC and reporting the significant outcomes of the event in collaboration with the Training Events Responsible
- To supervise the mentoring system within the Training Office through the development of its structure, the recruitment of mentors and evaluation with mentors and mentees
- To organise regular Trainers' Chats and reporting any significant outcomes to the community
- To share training opportunities for EFPSA and non-EFPSA events and initiatives through the Trainers Pool and Training Express Google groups
- To improve the structure of the EFPSA Training System by coordinating and overseeing projects
- To keep an updated EFPSA Trainer Database, that has to be renewed every three years, in collaboration with the Data Analyst Responsible
- To organise and facilitate Trainers' Meetings during EFPSA Events (Congress and the Joint Executive Board and Member Representatives Meeting)
- To support trainers in organising the EFPSA Day - providing them with the materials to promote and deliver

- To collaborate with the Training Image Responsible on the trainers' merchandise by supervising the process and ordering the merchandise, while Training Image Responsible selects the designs
- To open the call for trainers to order their jackets and other merchandise
- To contact external and national trainers willing to join the EFPSA Trainers Pool, organise Open Doors Online meetings and review their applications in collaboration with the Training Office Coordinator.

Requirements

- Strong command of the English language
- Structured work style
- 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 interest in this position, please contact the current TO Coordinator at trainings@efpsa.org